# User Manual AthleticsManager 2013 (English)

19 June 2013

# Preface

**Welcome to the *AthleticsManager* user manual.** [PDF]

We recommend you to first gently leaf through the manual, to get an initial idea on how this document is structured. This is because it is impossible to explain every detail at the same time.

The included pictures and screen shots serve as examples and may differ from the user interface of your version of *AthleticsManager.* Inform yourself before buying one of our products.

*AthleticsManager's* functionality is extended by the software products *PostgreSQL* and *LibreOffice*, property of *PostgreSQL Global Development Group* and *The Document Foundation* respectively. *AthleticsManager* uses icons of the *Silk* and *Fugue* icon sets.

If, after reading this document, you still have further questions concerning the inner working or user control of this or other *TimeTronics* equipment, please contact your local *TimeTronics* distributor. This can be achieved by e-mail: *info@timetronics.be*, or by phone on 0032 14 23 19 11. Also, if you have any comments or advice on this user manual, you may contact us through the previously given contact details.

Good luck with *AthleticsManager* and thanks for putting your trust in *TimeTronics*' products and services.

- The authors.

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# Chapter 1

# Introduction

The administration during an athletics meet can rapidly extend to immense proportions. To simplify this, a first version of the computer application *AthleticsManager* was developed in 1995. Meanwhile, that application has been fully rewritten from the ground up, to make athletics administration even faster, handier, and more optimal for you, the user.

This manual starts off by listing the different steps you have to carry out to prepare *AthleticsManager* for use in the field. Next, we take a look at preliminary administration, in which you will learn how to set up correctly a meet, and how to add events. In the chapter after that, you will learn how you can easily add competitors to the meet, and how you can enter event results.

To prepare for these tasks, the introduction chapter briefly shows you how *AthleticsManager* fits in between other *TimeTronics* products, which terms are used in *AthleticsManager* (and their meanings), and to finalise a short overview of the main interface elements.

## 1.1 Situation

*AthleticsManager 2013* can receive data from other *TimeTronics* products, like *MacFinish*. These data are first processed, and then saved in *AthleticsManager*. The data can then be exported or viewed on different outputs: csv, html, and in the future on equipment like *ScoreBoard* or on television screens.

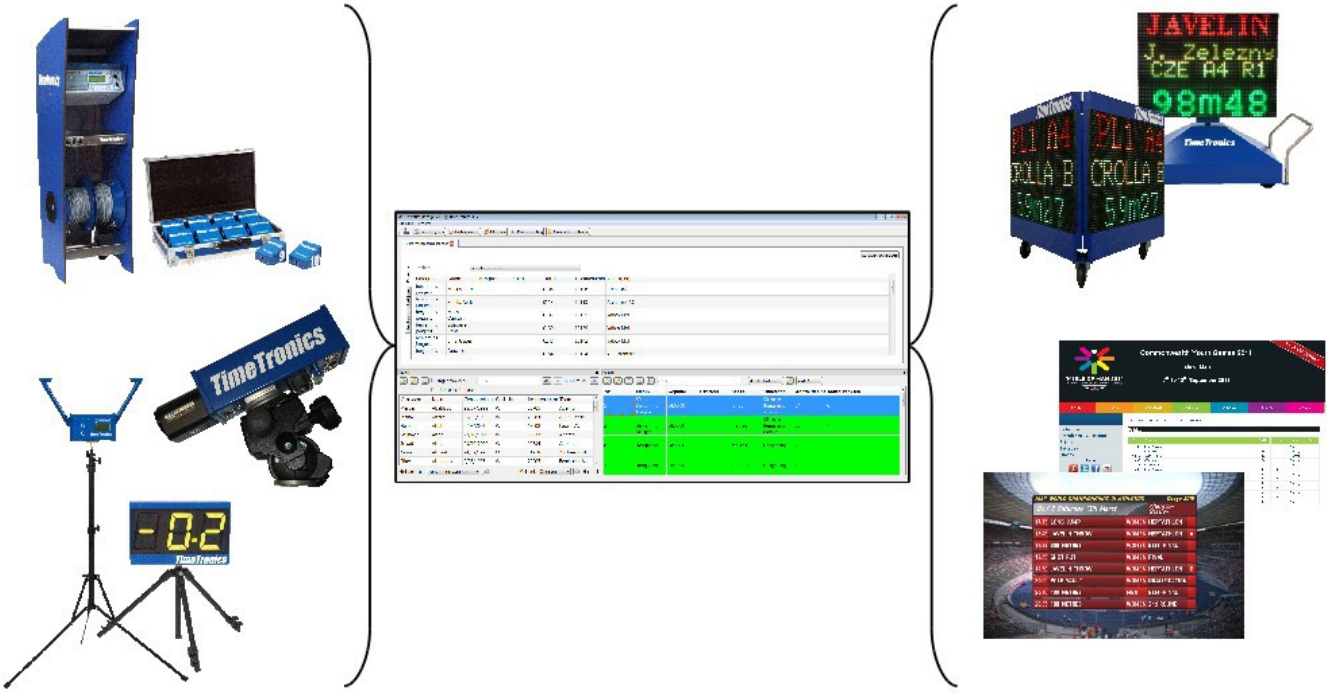



***Figure 1:*** *Data is being entered in input equipment (left), then processed by* AthleticsManager *(centre) and next exported to output equipment (right).*

## 1.2 Used terminology

It is very important to agree on a uniform terminology when processing large quantities of data. Figure 2 should provide an explanation of which terms *AthleticsManager* uses internally, and how these relate to each other. *AthleticsManager* is a Belgian-Flemish product by origin, and so possibly, there might be a leftover reference to a Dutch term. The table below should provide clarity on the used terms.

| Dutch | English | Description |
|---|---|---|
| Competitie | Meet | Collection of events. |
| Proef | Event | Part of a meet in which competitors can participate. |
| Meerkamp | Combined events | Collection of track and field events. |
| Reeks | Heat | Collection of participants that compete to each other in 1 heat, e.g. to divide participants over an event with limited lanes. |
| Groep | Group | Collection of participants that compete to one another in 1 group, e.g. to divide participants over a technical event with limited places OR Collection of teams. |
| Club | Club | Organisation of athletes OR grouping of athletes from 1 region. |
| Ploeg | Team | Collection of athletes competing in this meet, often based on clubs. |
| Sessie | Session | Purely logical grouping of events, for easier event management. |
| Categorie | Category | Classification of an athlete OR classification of a participation OR classification-restriction of an event. |

***Table 1:*** *Translation of used terms Dutch-English.*

## 1.3 Scope of the application

*AthleticsManager* is all about the management of a single meet, through manipulation of its events, and subdivision in sessions, categories, heats and teams. The rectangle with the bold blue border in figure 2 shows which athletics elements are managed in *AthleticsManager*.

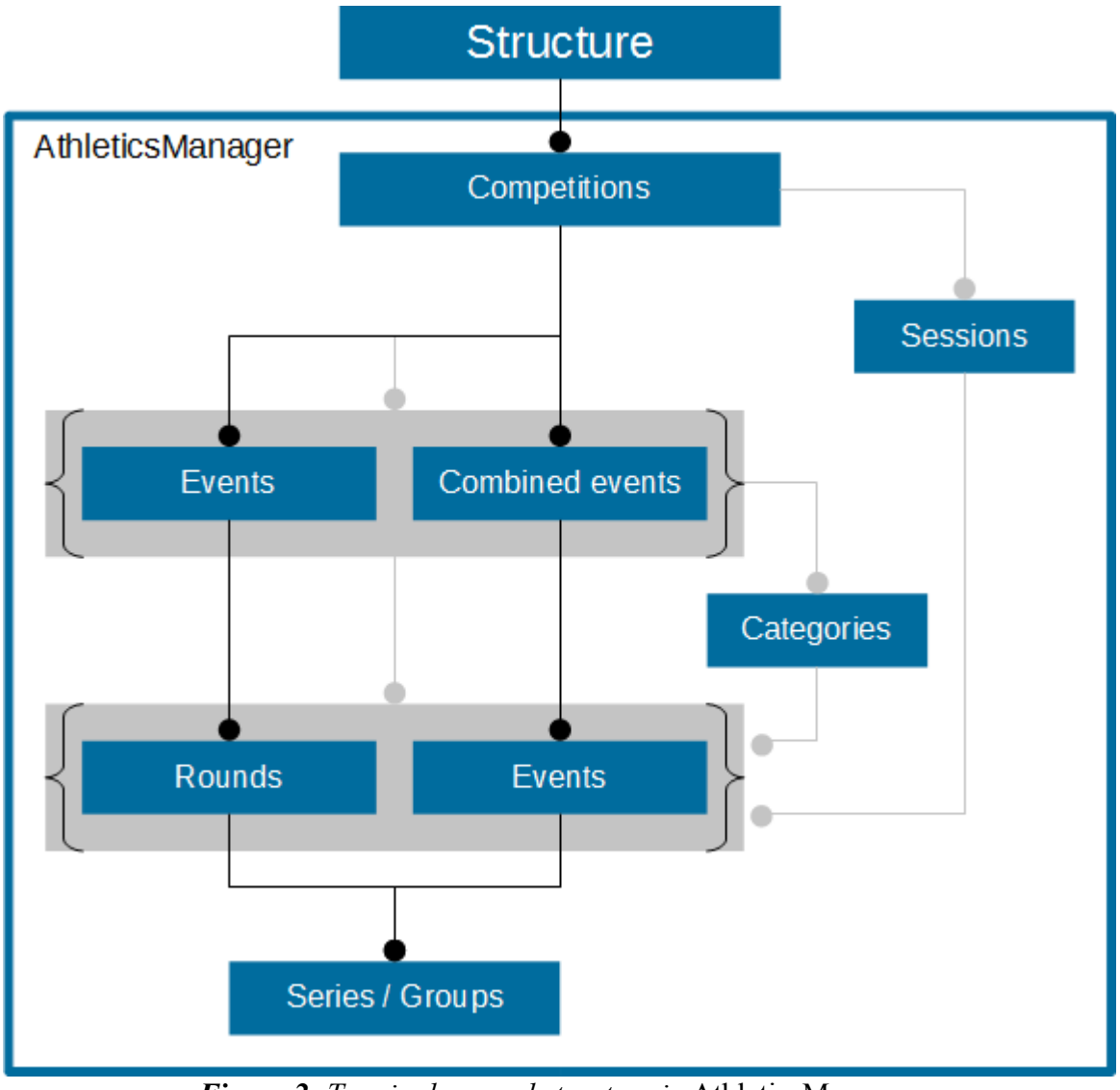



***Figure 2:*** *Terminology and structure in* AthleticsManager.

## 1.4 Overview of the interface elements

The interface of *AthleticsManager* consists of 5 main interface elements: the superuser bar, the athletes panel, the events panel, the teams panel and the events manager (see figure 3).

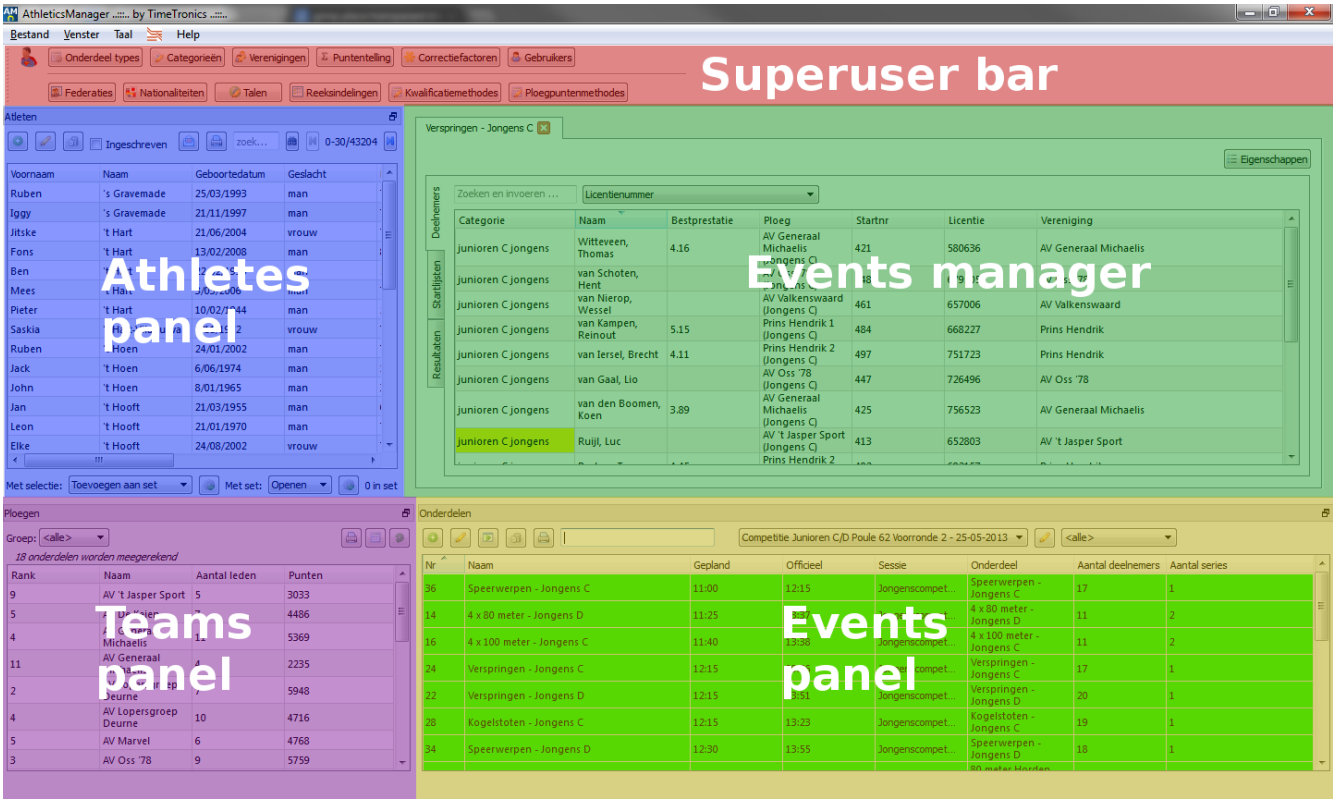



***Figure 3:*** *Elements of the* AthleticsManager *interface.*

*Attention: The interface might be set up differently on your system, but all the displayed interface elements are present.*

## 1.5 Printing dialogues

Throughout the application are buttons to print the corresponding list (usually next to or below the button). You can print through the menu File > Print, or by clicking on the different print icons in the different panels. A special printing dialogue opens up with a list of settings specifically for *AthleticsManager*. Depending on the content that is to be printed and your print order, the listed settings will vary.

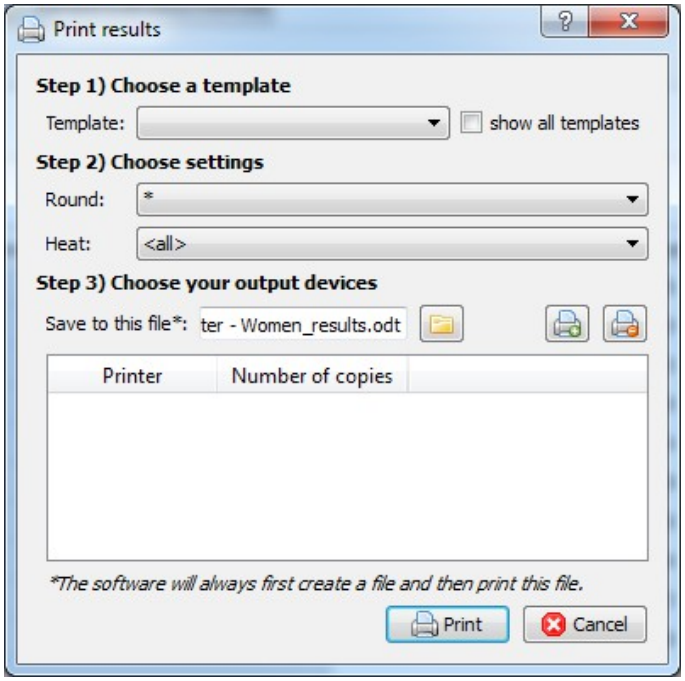



***Figure 4:*** *Example of a printing dialogue.*

**Template**

The printing template that you wish to use for this print. In a future version of *AthleticsManager*, you will be able to create print templates yourself, to change the design of the prints to your own liking. Enable Show all templates to display all installed printing templates, not just the compatible ones.

**Settings – Round**

Select the round you wish to print, or <all> for all of them.

**Settings – Heat**

Select the heat you wish to print, or <all> for all of them.

**Settings – Session**

Select the session you wish to print, or <all> for all of them.

**Settings – Sort by**

Select the field by which you would like to sort. This function is only visible if you give the print order through the menu File > Print. If you print by using the print icons in the different windows, you will not have this possibility.

**Save to this file**

The location where the printing file will be saved. During printing, the data will be filled in

at the correct fields in the print template, which results in a new file. This file will be saved on the location you indicate here.

**Printer**

A list of the selected printers to which you would like to send the print order. Use the buttons on the right side above the list to add or remove printers. You can set the number of copies as well.

## 1.6 In-application help

This manual is available as a PDF-file, but also as in-application help. You may display it in this manner by using the [F1]-key. A digital instance of the manual will be opened (the help browser). The [F1] key is 'context-sensitive'. Depending on where your mouse cursor is located at the keypress of [F1], a help page will be opened for the interface element your mouse cursor is hovering over. If no subject can be found for that interface element, the manual's starting page will be shown.

Alternatively, the in-application help-browser can be opened through the menu Help.

# Chapter 2

# Setting up the application

A few simple installation steps have to be followed to get *AthleticsManager* ready for use. After that, the application needs a connection with an *AthleticsManager* database, by which the user profiles have to be set correctly (in the database).

## 2.1 Set-up

### 2.1.1 System requirements

**Minimum specifications:**

| | |
|---|---|
| Operating system | Windows XP SP3 or later* |
| CPU | Single Core (1 GHz) |
| Memory | 512 MB RAM |
| Disk space | 16 GB |
| Screen size | 15,4” (800 x 600 px) |

**Recommended specifications:**

| | |
|---|---|
| Operating system | Windows XP SP3 or later* |
| CPU | Dual Core (2 GHz) |
| Memory | 2 GB RAM (800 MHz) |
| Disk space | 100 GB SATA (7200 rpm) |
| Screen size | 15,4” (1280 x 1024 px) |

**Ideal specifications:**

| | |
|---|---|
| Operating system | Windows 7 (Professional or Ultimate)* |
| CPU | Quad Core (2,4 GHz) |
| Memory | 4 GB DDR3 RAM (1333 MHz) |
| Disk space | 100 GB SSD |
| Screen size | 17” (1280 x 1024 px) |

* AthleticsManager *is a 32-bits application, but works also on a 64-bits platform.*

### 2.1.2 Installing the software

The *AthleticsManager* installer is packaged as an archived ZIP-file. You need to extract this first. This can be done in *Windows* by right-clicking on the ZIP-file, and choosing Extract. Next, simply follow the steps in the wizard and after that, navigate to the folder where the files have been extracted to. You will find a file called AMInstaller.exe. Double-click on this file to start the software installation. You will need administrator privileges to install the software.

A new window opens up, where you can choose which parts you wish to install.

- If you plan on using the server-client functionality, you will need the *AthleticsManager Server*. Just one computer in the network needs an *AthleticsManager Server*. By selecting this option, you also automatically mark the *PostgreSQL* database software for installation.

- The *AthleticsManager Client* can be installed on multiple computers. They either need to be in the same local network as the *AthleticsManager Server*, or it can work stand-alone with a local database file (*SQLite*). If you wish printing support, please mark *LibreOffice* for installation.

Follow the installation steps and accept the licence agreement. Wait for the application to be installed. Entering a licence code has to be done in the *AthleticsManager Server*. Load a model meet (see section *2.3 Loading a model meet*) and enter a licence code in the *AthleticsManager Server* window. This is required because licence codes are linked with data from the database. If the licence code is invalid, or cannot be matched in the database, the licence field will colour red.

*Note: Neither* PostgreSQL *nor* LibreOffice *are products of* TimeTronics*. We are not responsible for any internal problems that might arise due to* PostgreSQL *or* LibreOffice.

### 2.1.3 Database

A correct database is automatically loaded in the database service after installation of the server. If you wish to use the server-client environment, be sure the server's database service is running when starting the *AthleticsManager Client*. Starting or stopping the database service can be done through the appropriate button in the *AthleticsManager Server* (as administrator).

*Note: The database can be emptied using an* AthleticsManager Client*, through the menu item* Clear *in the menu* File*. You need to be logged in as a user (profile) with sufficient privileges for this though (e.g. superuser).*

### 2.1.4 Firewall

This is only for server-client set-ups. For stand-alone clients, no firewall modifications have to be done.

Clients have to authenticate to the server first, and are only then able to communicate with the database

of the *PostgreSQL server*.

If you are using the default *Windows Firewall*, you will receive a notification at the first start of one of the applications (client or server). Simply click on Allow access, and the correct firewall rules will be added to *Windows Firewall*.

The same principle will probably apply for other firewall software. If no message requesting access appears, you will need to enter the correct firewall rules manually. To do this, please refer to your firewall software's manual.
The required firewall rules for correct functionality of *AthleticsManager* are listed in table 2. The rules in italic are defaults on most firewalls and will probably not need to be set explicitly.

| Application | Protocol / Port | Direction |
|---|---|---|
| AthleticsManager Server | UDP/1217 | In |
| AthleticsManager Client | UDP/1218 | In |
| PostgreSQL | TCP/5432 | In |
| *AthleticsManager Server* | */* | *Out* |
| *AthleticsManager Client* | */* | *Out* |
| *PostgreSQL* | */* | *Out* |

***Table 2:*** *Required firewall rules for* AthleticsManager.

### 2.1.5 Client/server environment

The server application coordinates the traffic between the clients and the database. Multiple clients (both *AthleticsManager Client* and for example *MacFinish*) communicate with the *AthleticsManager Server* for exchanging data. This communication happens over a local area network. If all clients and the server are present on one system, a local area network is not required, as all the pieces of software communicate over the loopback interface (IP 127.0.0.1).

The status of the database service is displayed in the *AthleticsManager Server* interface. When active, the *AthleticsManager* database can be backed up and restored quickly and easily (file format .amb). By minimising the *AthleticsManager Server* window, it will remain active in the system tray.

Because the server application manages the back-end database, this application needs administrator privileges. This should be set up correctly during installation, but if this is not the case, you can change this very easily: right-click an *AthleticsManager Server* shortcut (like one on your desktop), and select Properties from the context menu. The properties window appears. Click on the Advanced-button and check Run as administrator. Press OK in all windows you have opened.

The client application works by simply choosing a server or a local database from the combo box. Update this list by pressing [F5]. Running multiple clients is possible, up to a maximum that your licence key allows. These can then communicate with the server over a local area network.

### 2.1.6 Internet connection

On some occasions, despite correct settings, the client will not connect to the server when not connected to a network. Especially *Windows XP* systems have this problem. The cause is most likely the fact that *PostgreSQL* cannot reserve a port on the loopback interface. This has two possible causes in itself: either another application (or another instance of *PostgreSQL*) has already reserved this port, OR *PostgreSQL* simply cannot find a loopback adapter. For both problems, a solution exists.

**Blocked port**

You can recognise this problem as follows:

- Open the start menu;
- (only for *Windows XP* and earlier) click on Run;
- in the input field, enter cmd;
- next, type netstat in the opened command window and press [Enter] ;
- analyse the output that is being shown.

If an item in the first column ends with :5432, then the required port is occupied by another process, probably a leftover postgres.exe. You may close the opened command window. To terminate the other process:

- Open the Task Manager ([Ctrl]+[Alt]+[Del] and select Task Manager, or directly [Ctrl]+[Shift] +[Esc])
- switch to the Processes-tab and search the list for postgres.exe ;
- select that process and click on End process ;
- (repeat the previous step for any possible additional postgres.exe-processes).

Now, try to start the database service again by clicking the start button in *AthleticsManager Server*.

**No loopback adapter**

You can create a loopback adapter yourself in a few easy steps. For *Windows XP* users, please follow this guide: *http://support.microsoft.com/kb/*. For more recent versions of *Windows*:

- Open the Device Manager (open the start menu, and type Device Manager in the search bar);
- right-click on your computer name (first option) and select the second option in the context menu to add hardware;
- follow the steps in the *Windows XP* guide, starting at step 7 *(http://support.microsoft.com/kb/839013/).*

After creating this new loopback adapter, an IP address will automatically be assigned to the adapter after a little while (± 2 minutes). Now, restart the database service through the *AthleticsManager Server* interface. You should be able to connect now.

If you still cannot connect, you should manually enter a random valid IP address, subnet mask and default gateway (for example 10.1.1.1, 255.0.0.0, 10.1.1.1). If you are unsure on how to do so, please ask advice from an IT expert around to manually set an IP address, or contact our help desk. After manually setting an IP address, restart the database service through the *AthleticsManager Server* interface, and try connecting again.

### 2.1.7 Removing software

To remove *AthleticsManager* (*Server* and *Client*), you can utilise *Windows*' default programmanagement utility available in the control panel. *PostgreSQL* and *LibreOffice* can be removed in the same way.

## 2.2 Back up and restore

Using the *AthleticsManager Server*, you can make backups of the meet database. These backups can then later be restored in this or another *AthleticsManager Server*. The Undo-button (the one with the turning arrow), restores the database to the previously restored database. So, if you were to restore My competition v1.amb first, and right after that, restore My competition v2.amb, make some changes, and press the Undo-button, the database will be back to right before you loaded My competition v2.amb, so the database will contain My competition v1.amb.

*Attention: In the* AthleticsManager *versions before 19/04/2012, backups to external equipment (such as USB flash drives) might fail. This causes corrupt backups. You can recognise these files by their file size: less then 7.5 MB means that the backup is corrupt. To make a correct backup, save the file in a local folder (Desk top, My documents), and after that, copy this file to the desired location. Even more easier and safe is to upgrade your* AthleticsManager *to the newest version, which you can find on our website.*

## 2.3 Loading a model meet

Each meet is different, but the rules of a meet generally stay more or less the same. That is why we offer the possibility to load a model meet. These are essentially backups of meets that were set in advance, with correct rules, events, properties and a database with athletes and clubs for a specific federation. If a model meet is loaded, it works in the same way as restoring a backup meet. So, if you wish to save your current meet, please use the back up/restore functionality of the *AthleticsManager Server* to create a backup of your current meet first. To load a model meet, simply open the server interface, click Load model meet, select a desired model meet, and click OK.

## 2.4 User profiles

Since version 01/08/2012 of *AthleticsManager*, the 'user profiles' functionality has been added. A user profile is a combination of a user(name), a password, and a collection of user privileges to certain parts of functionality in an *AthleticsManager Client*. When logging into a database, you need to provide the client with valid user logincredentials. By default, three users exist:

| User name | Default pass word | User privileges (description) |
|---|---|---|
| Superuser | superuser | All privileges, can do anything. |
| advanced user | advanced | Can manage the meet, but cannot change any global settings. |
| beginner user | | Can only change results. |

***Table 3:*** *Description of user profiles.*

These three user profiles are always available and cannot be removed. The password of the logged in user can be modified through the info-window in the menu Help > About. It is recommended to change all default passwords. Profiles and their passwords are saved when making a backup.

The superuser can add new and modify existing user profiles through the Users-window. More info about this can be found in section *5.6 User profiles*.

## 2.5 Modifying interface

The interface of the client can be modified considerably, by moving around panels. By 'panel', we mean: a group of interface elements that are on one interface plane. Examples are the athletes panel, the teams panel, etc. A panel can be moved around (by default by dragging its title bar) and scaled (by dragging the borders of a panel). Panels can also be grouped together, by moving them over each other. To switch grouped panels, simply switch between their tabs (below). To split them, you just have to drag a panel to another location.

Panels can be hidden and shown through the menu Window > Panels and enabling (show) or disabling (hide) a panel. The events manager and superuser bar are exceptions to this rule. The events manager is always visible (it takes up the leftover space), and the superuser bar can only be made visible by right-clicking on the menu bar and clicking Superuser. It can be hidden the same way.

There are different kinds of panels, each with their function and own way to move around:

- Most panels can be moved around by dragging the title bar of the panel (figure 5), and dragging the panel to a desired location in the interface (figure 6).

• The superuser bar is a special panel that can be moved by holding it on the left-hand side and then dragging it. This panel can be placed everywhere in the application (figure 7), but we recommend you to place it on top or at the bottom of the application.

• The events manager is a panel that automatically adapts itself to fit in the leftover space not used by the other panels (figure 8). As a result, it cannot directly be moved around.

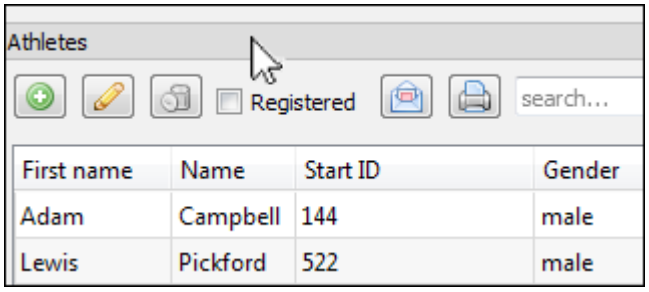



***Figure 5:*** *Possible point for dragging the athletes panel.*

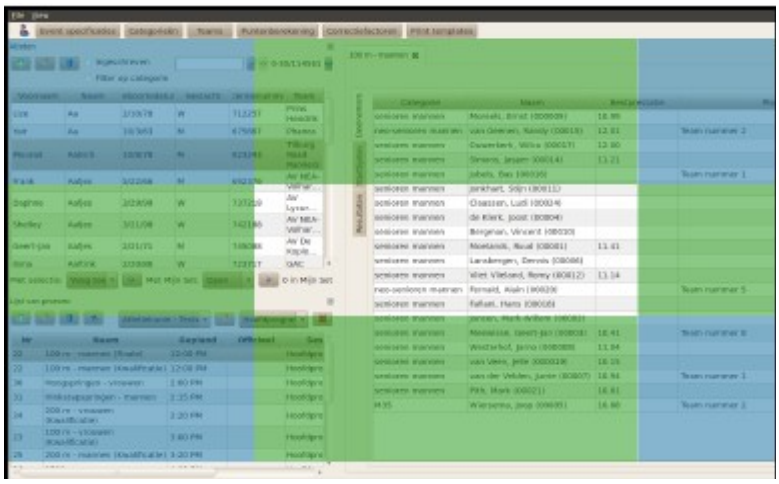


***Figure 6:*** *Possible locations of a 'regular' panel (blue and green).*

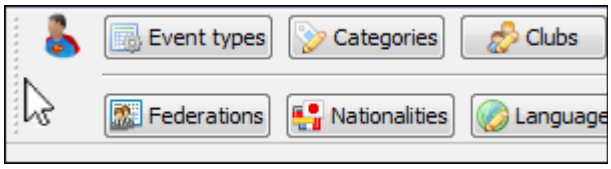



***Figure 7:*** *Dragging the superuser bar.*

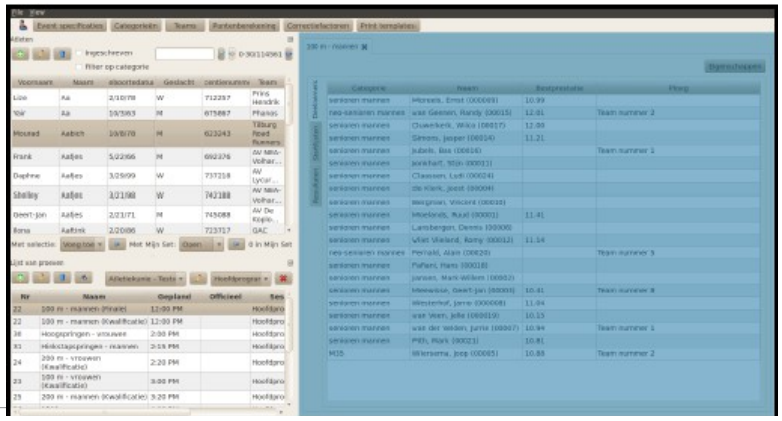


***Figure 8:*** *Possible location of the events manager.*

Another possibility of modifying the interface is by hiding/showing certain columns. *AthleticsManager* is host to a lot of tables, which might cause a bit of a visual data overflow. If that is the case, you can right-click the header of a column, and choose which columns you want to have shown (checked) or hidden (unchecked).

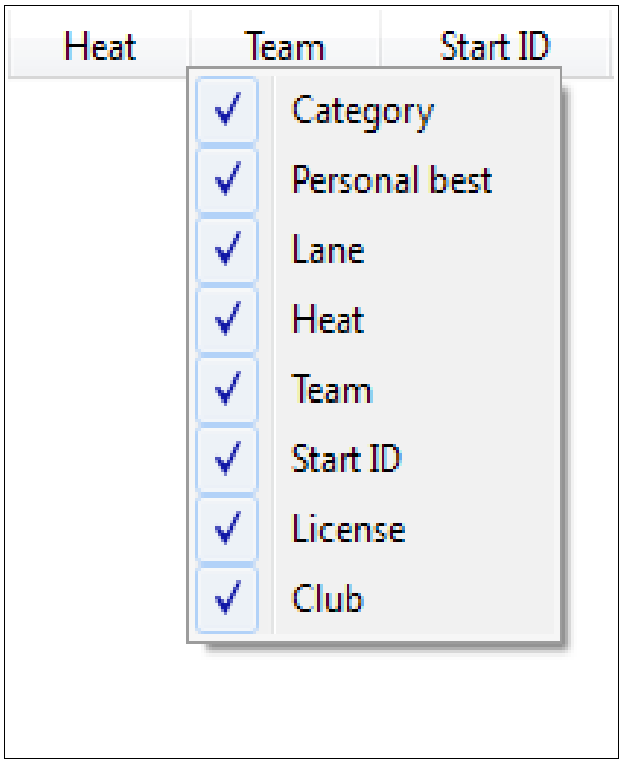



***Figure 9:*** *Possible columns in the* Start lists- *tab.*

# Chapter 3

# Preliminary administration

Before you start entering results, a lot of properties need to be set. When using model meets, these properties should be correctly set in advance. No harm on checking up though.

The meet properties are specific options for your meet. One of the tabs in the meet properties are the default properties for events. The options set here are copied as settings for newly added events (not existing ones!). After all events have been added, and have the correct properties, you may start processing the registrations. Add athletes, in teams or not, as participant for one or more events.

## 3.1 Competition properties

We define a meet as a collection of events over a specific time span. This is used as a starting point for athletics administration. The meet properties window can be opened by clicking the Edit this meet-button. You may find it in the events panel, next to the name of the meet, recognisable by a pencil icon. A new window with 6 tabs appears.

### 3.1.1 General

The tab General contains a list of general properties.

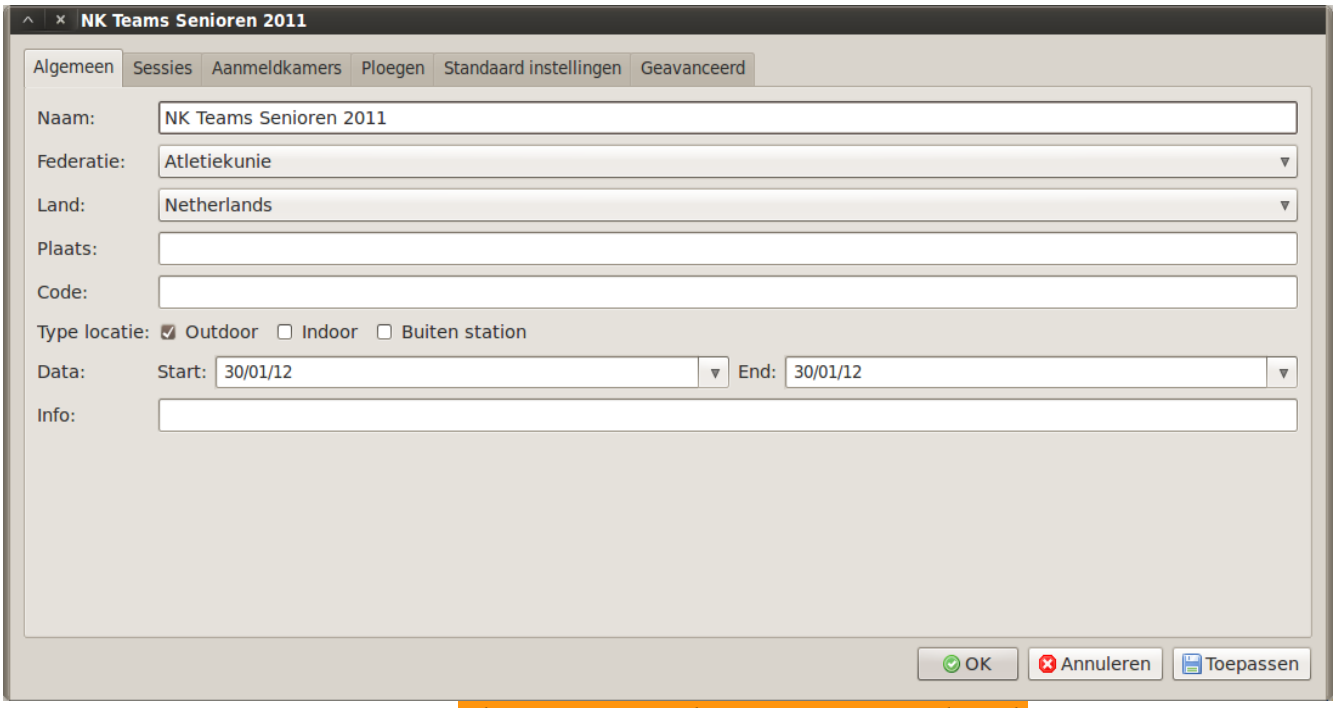



***Figure 10:*** *Algemene eigenschappen van een wedstrijd.*

**Name** The name of the meet. *(required)*

**Federation** The federation that hosts this meet. *(required)*

**Country** The country that hosts this meet. *(required)*

**Place** The place that hosts this meet. *(required)*

**Code** An identifier code for this meet, for example the federation's unique ID for this meet, or an international ID code.

**Type of location** Define if this is an Outdoor, Indoor or Outside of stadium meet.

**Dates** The starting and ending dates of the meet. The input format depends on your system's locale. By clicking on the arrow on the right side, a pop-up calendar appears that aids you in easily selecting a date. It is very important that you set the correct dates, for the reference date can calculate the categories with the correct dates. *(required)*

**Reference date** Calculates the age categories of the athletes, based on the dates of the meet.

**Info** Extra information you wish to save, like a description of the meet.

**Header image**

Add an image to be printed in the header. By double-clicking with the left mouse button in the grey zone, you can browse your pc and select the image. To remove the image, double-click with the right mouse button in the grey zone.

**Footer image**

Add an image to be printed in the footer. By double-clicking with the left mouse button in the grey zone, you can browse your pc and select the image. To remove the image, double-click with the right mouse button in the grey zone.

### 3.1.2 Sessions

For big meets, it is a pain to search a single event in the list of all the events of all days and all categories. That is why the concept of *sessions* was introduced in *AthleticsManager*. Essentially, sessions are nothing more than logical subdivisions of the events of a meet. They have no influence whatsoever on the point calculation.

Some examples on how you can classify events into sessions:

- A meet for men and women, can be classified into two sessions: Men and Women.
- A meet that lasts two days, can be classified into two sessions: Competition Day 1 and Competition Day 2.
- A meet for two categories (e.g. Masters and Juniors), can be classified into two sessions: Masters and Juniors
- A meet that lasts two days, for two categories (ex. Masters and Juniors), and divided by gender (men and women), can be classified into eight sessions: MM-D1, MM-D2, MW-D1, MW-D2, JM-D1, JM-D2, JW-D1 and JW-D2 (Masters Men – Day 1 / Juniors Women – Day 2).

The manner in which you wish (or do not wish) to use sessions, is entirely up to you. The model meets already have some sessions set, which we think will be the most useful for the average user experience and for that meet.

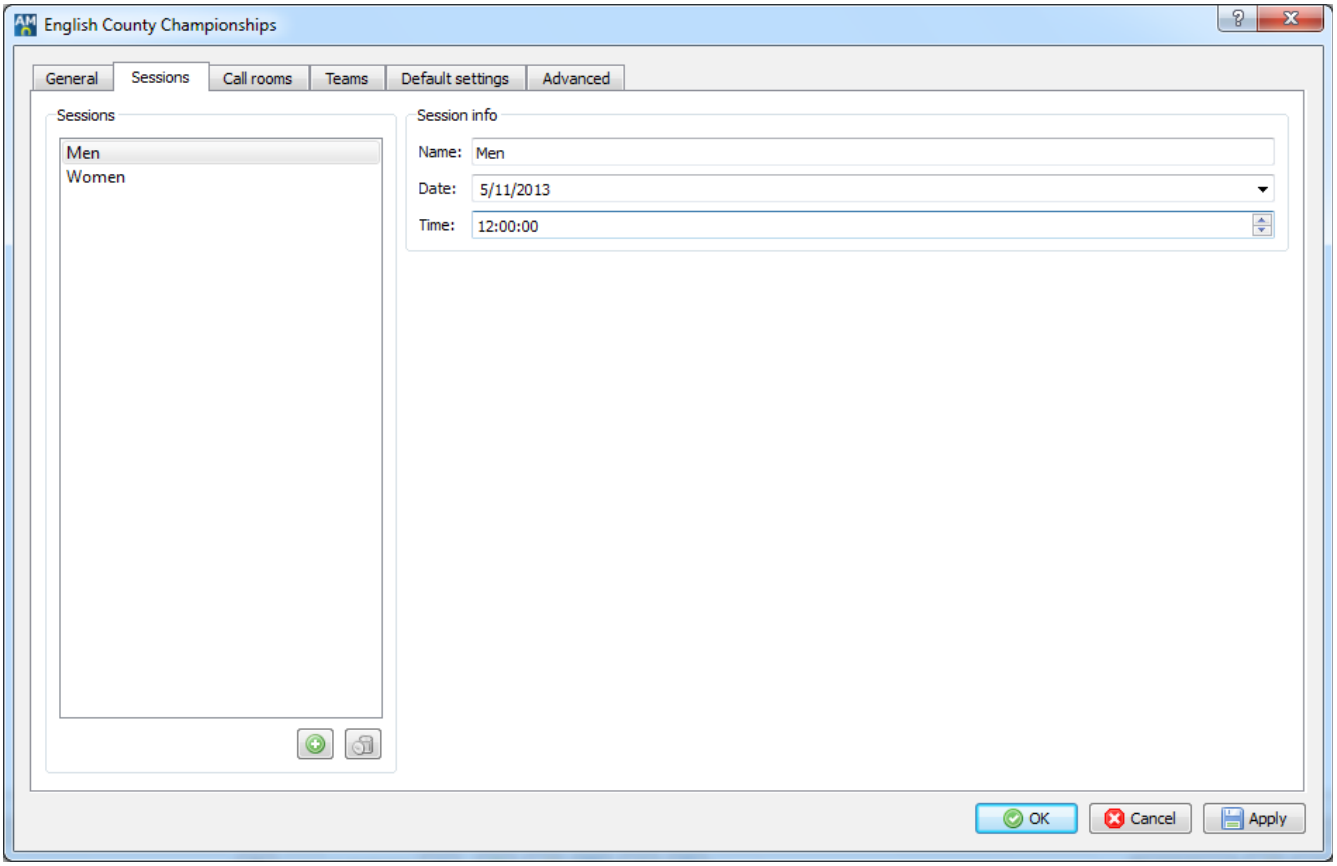



***Figure 11:*** *Modifying the sessions of the meet.*

**Sessions** A list of sessions for this meet. You can add and remove sessions using the buttons below the list.

**Session info – Name** The name of the selected session. Do not leave this empty! *(required)*

**Session info – Date**
The date when this session is to start. This can be useful for meets that last multiple days, and you wish to subdivide the meet into sessions by day. It is this value that will be used in the printing templates. (required)

**Session info – Time** The time when this session is to start. This can be useful to subdivide the meet into the morning, the afternoon, the evening, ... *(required)*

*Note: Keep an eye out that there are no sessions with an 'empty' name in your session list. You may recognise them by trying to click the entry right below your lowest session. If an empty field gets*

*selected, remove it. Empty vertical spaces between sessions also indicate empty-named sessions. Although empty-named sessions work just fine, they may be confusing in your interface.*

### 3.1.3 Call rooms

An optional, for now purely administrative function in *AthleticsManager*, is the use of *call rooms*. Before an event officially starts, an athlete can report to a call room. In future versions of *AthleticsManager*, this data can probably be exported to an external display device, like a screen, so competitors know where to report.

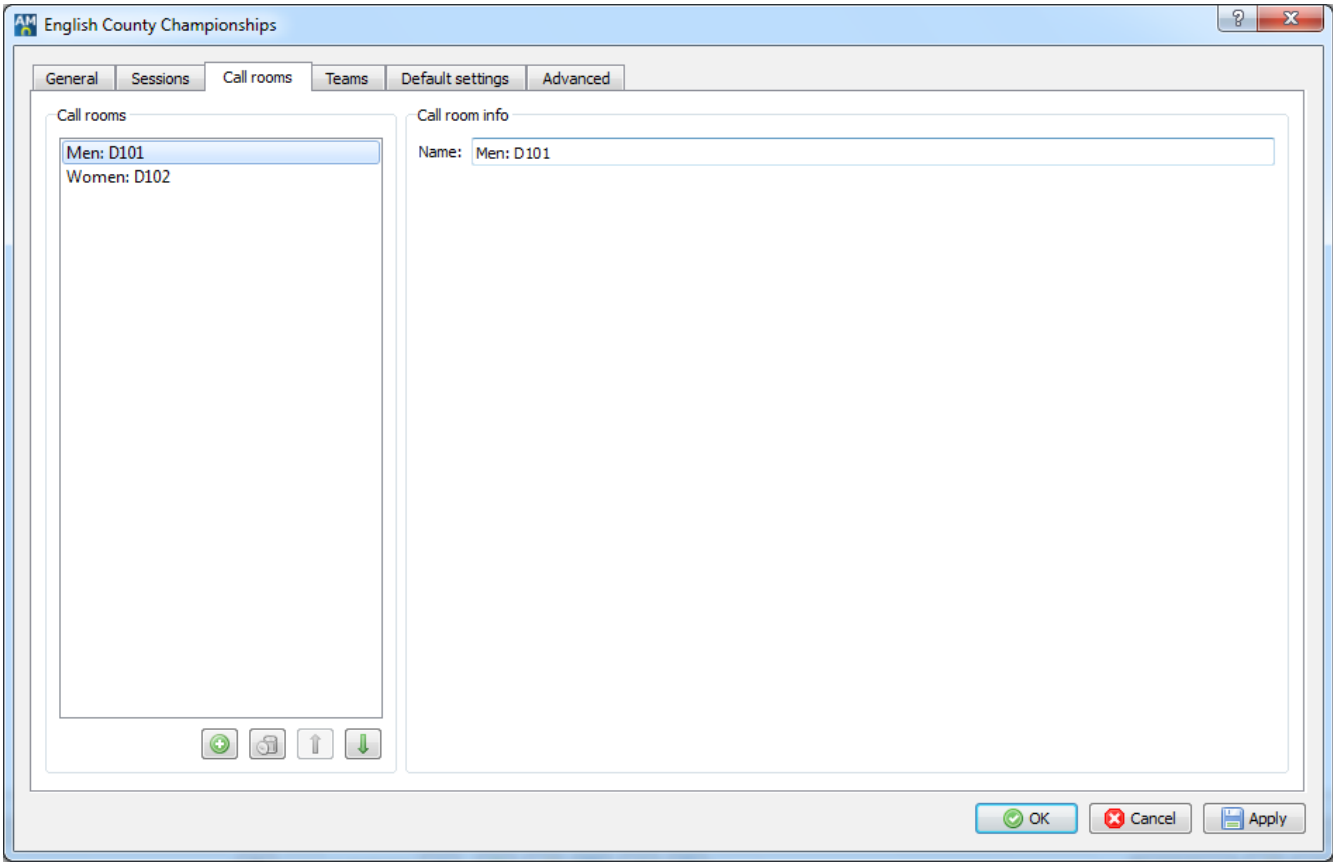



***Figure 12:*** *Example of call rooms.*

**Call rooms** A list of call rooms for this meet. You can add and delete call rooms by using the buttons at the bottom.

**Call room info – Name** The name of the concerning call room. *(required)*

### 3.1.4 Teams

Here you make the teams, for meets in teams. There are some guidelines that have to be taking into account, to simplify the later processing.

A group is a collection of teams. Groups are, just as sessions, a purely logical category, but this time of teams instead of events. Every team that you create, must have a group to associate with. If you do not want to use separate groups, you can use a default name for the group (for example an empty name) and work with this.

A team is not the same as a club. One club can send multiple teams to a meet. Therefore it is important to add in the group name a category and possibly even an increasing team number. This will be comprehensible through the examples. A final important option to note are the standard categories. These are used in two ways: a correct listing of possible events where an athlete can participate in, and an automatic team assignment of an athlete according to the club and category. This is explained in the note underneath subsection *3.3.4 Enrol an athlete into an event.*

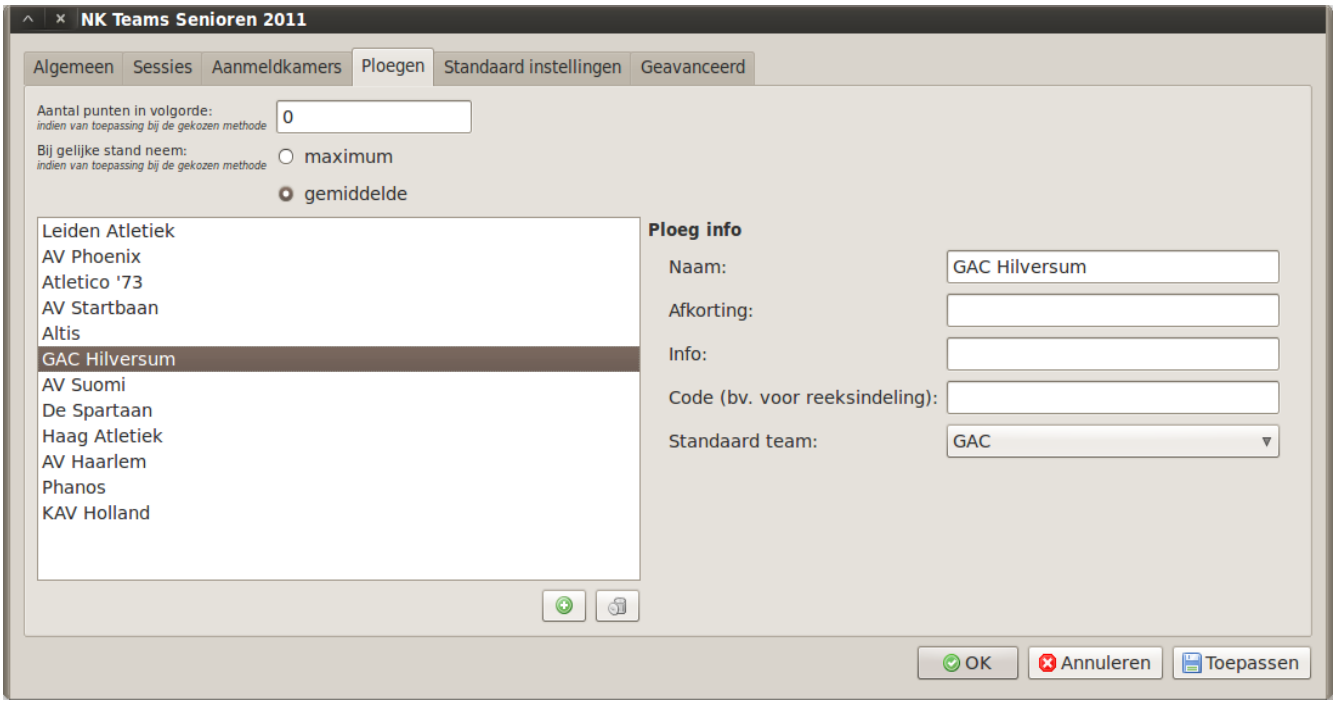



***Figure 13:*** *Change teams in a meet.*

**Groups** A list of groups for this meet. You can add and delete groups by using the buttons at the bottom.

**Number of points (in correct order** The number of points that the teams get assigned, according to place, starting from the first place, and separated by semicolons. Example: 12;11;10;9;8.

**In case of a tie take** If there is a tie, is it the maximum or the average of the points associated with

these places that has to be used? Example: two teams both have the second place, will then either 11 (maximum) or 10,5 (average) points be used.

**Teams** A list of teams for this meet. You can add or delete teams by using the buttons at the bottom.

**Team info – Name** The name of the concerning team.

**Team info – Abbreviation** The abbreviation that is given to this team.

**Team info – Info** Extra field where you can add information about the team, for example a definition of the team.

**Team info – Code** Identification code for for example heat classification. This is used to pass parameters to methods that require these.

**Team info – Group** The group where this team belongs to.

**Team info – Default club** The club from where the team is sent. If the Name-field matches with another club, then this club will automatically be selected.

**Team info – Default categories** The categories that the members of this team should have. Do not forget to click on the plus-button after selecting a category. For several examples of entering the categories, see Appendix B.

### 3.1.5 Default settings

The values in the tab Default settings are used as predefined properties when adding new events. They have no effect on existing events. In other words, the values that you set here will be copied to the properties of new events, but not to the existing events.

These default properties are extensively discussed in section *3.2 Competition events*.

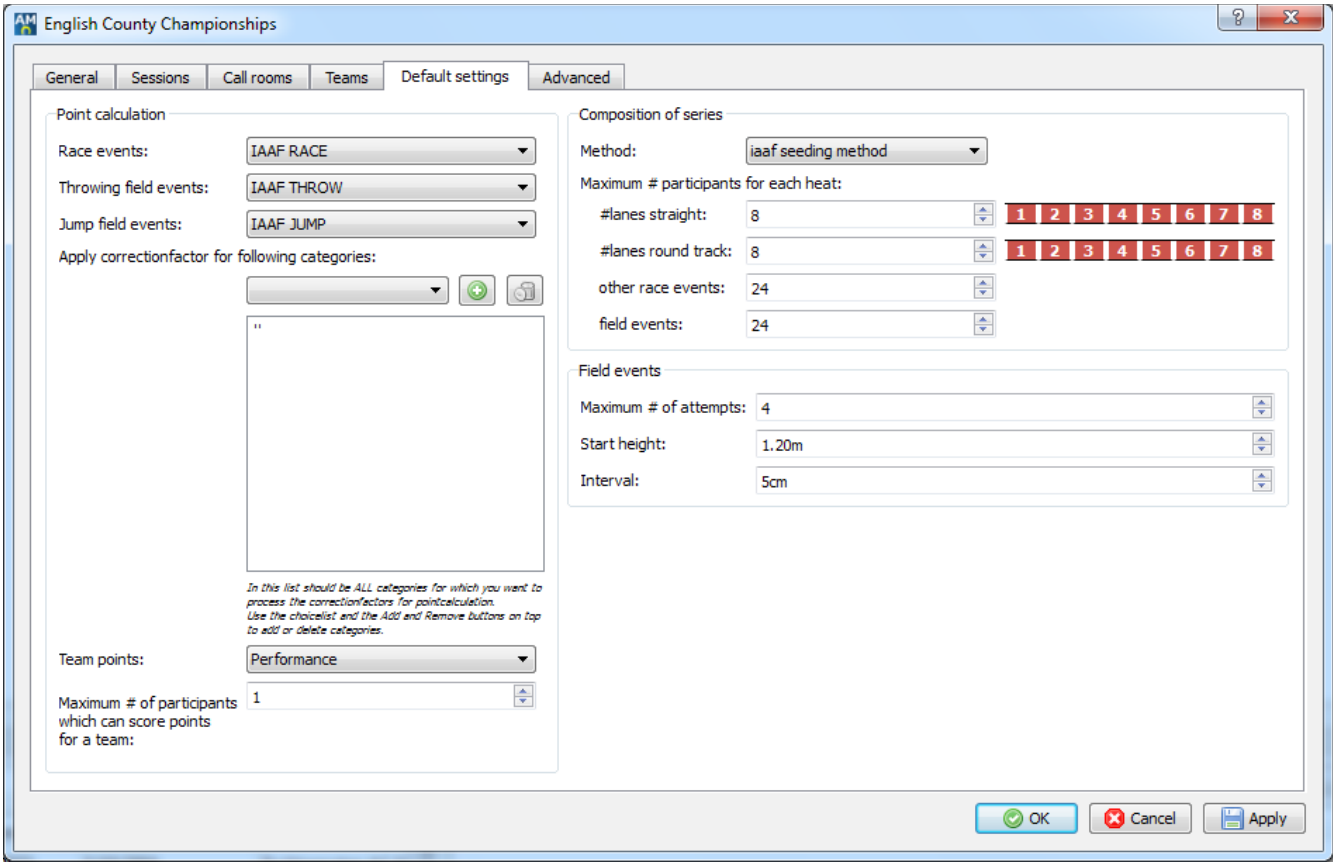



***Figure 14:*** *Default settings for new events.*

### 3.1.6 Advanced

The tab Advanced contains some various options that are applicable to the meet.

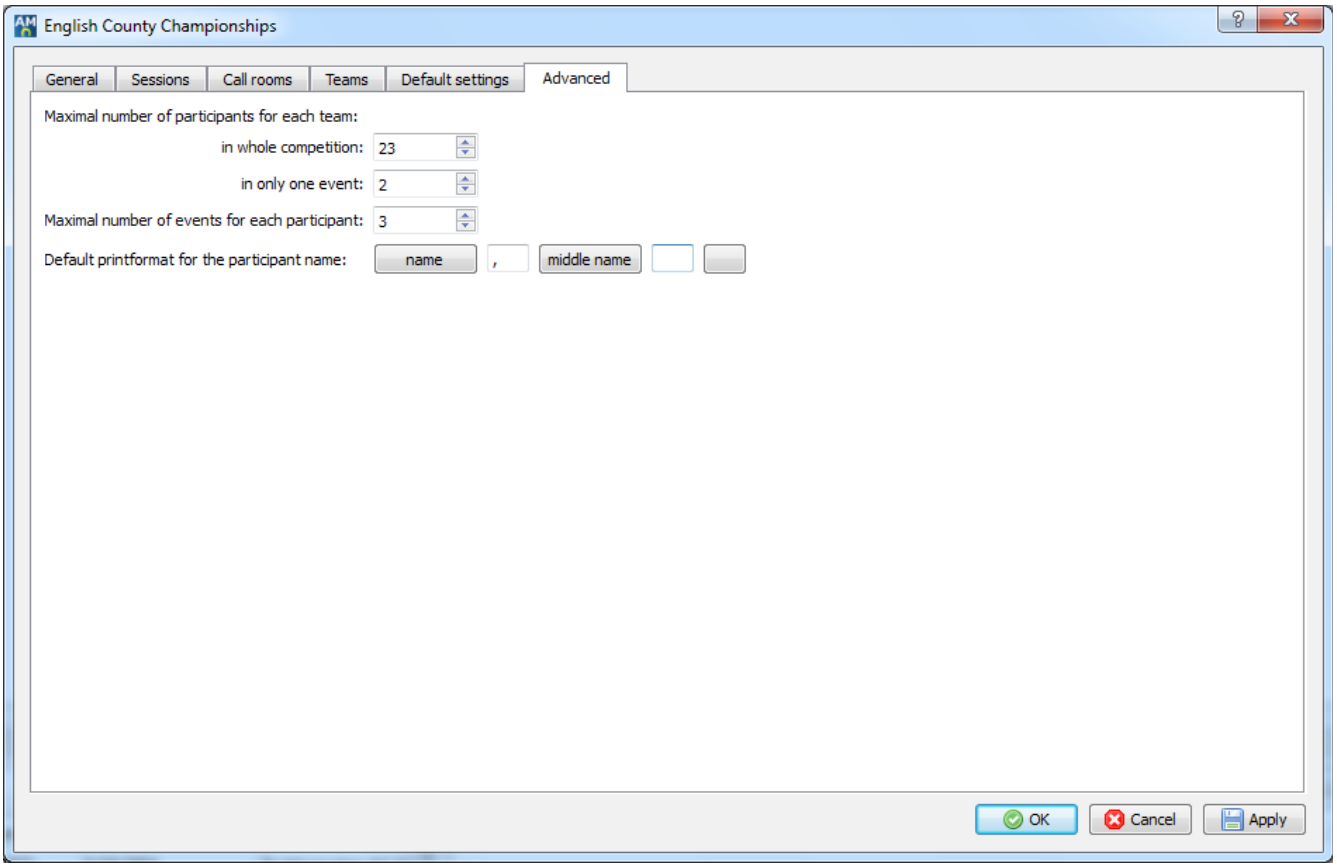



***Figure 15:*** *Advanced settings of the meet.*

**Maximal number of participants for each team – in whole meet**

Limiting value for the number of team members who can participate in the meet. *(0 for infinite)*

**Maximal number of participants for each team – in only one event**

Limiting value for the number of team members who can participate in one (single) event. *(0 for infinite)*

**Maximal number of events for each participant**

Limiting value for the number of events in which one participant can take part. *(0 for infinite)*

**Default print format for the participant name**

When adding athletes as participants, their displayed name is adjusted to this size (for print-outs etc.). Click on the buttons to switch between variables. Use the text fields to modify the separations (space, commas etc.).

## 3.2 Competition events

A meet consists of multiple events. With events, there is a difference between a 'single event' (for example multiple rounds) and 'combined events', existing of multiple events (where the rounds are individual events). Figure 2 shows how this works internally in *AthleticsManager*. This is to let the database function more optimally.

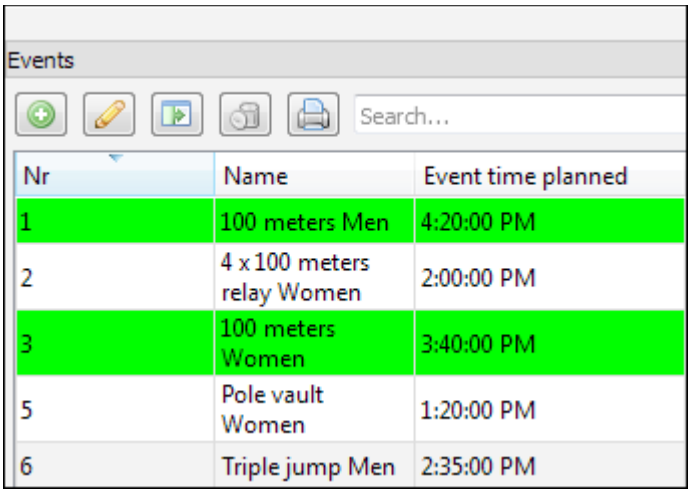



***Figure 16:*** *List of events in the Events panel.*

You can find the events of the meet in the events panel, which is always present in the interface. The buttons on the left-hand side in the events panel are used to modify the events. Their functions should speak for themselves: New event, Event properties, Open event (in the event administrator), Delete event, Print list of events. Next to this you also have the meet buttons, which we have already discussed in a previous chapter.

The table that stands underneath this, exists of a lot of columns. An explanation:

**No** An administrative number of the event. This number is an administrative help for anyone who is involved with the administration of the meet.

**Name** The Name-field contains the name of the event. For a single event with multiple rounds, the round name stands between brackets. For combined events, the event name stands between brackets.

**Event time planned** The time when this event or this round is scheduled.

**Official** The time when this event or round is made official.

**Session** The session to which this event belongs.

**Event** The event where this round belongs to OR the combined events where this event belongs to.

**Number of participants** The number of participants that is registered for this event or this round.

**Number of heats** The number of heats for track events or the amount of groups for field events, into which this event or this round is divided.

The background colour of a row symbolises the status of the event or the round.

**White** Waiting for participants.

**Grey** Waiting for results.

**Light blue** Event has started.

**Yellow** Results are available.

**Green** Results are official.

**Red** Results are corrected after making official.

*Note: When all sessions are shown, and you have sorted by Event time planned, then first the date and time of the sessions are taken into account, and secondly the time of Event time planned.*

### 3.2.1 General

When you add a new event, or you modify an existing event, a window with two tab pages will open: The meet properties. This window consists of two tab pages: General and Rounds. The General-tab applies for all types of events and contains general settings for this event.

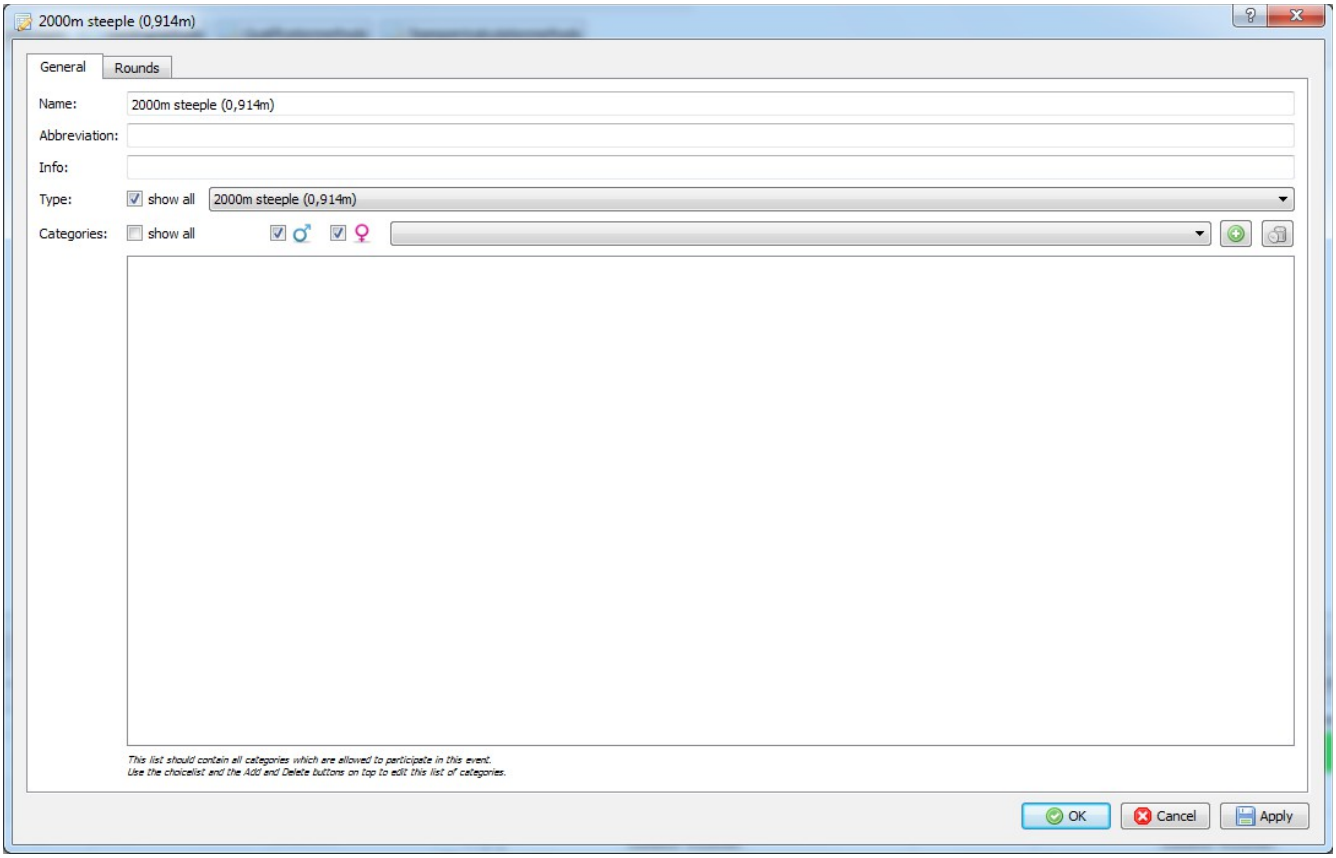



***Figure 17:*** *General properties of an event.*

**Name** The name of the event. *(required)*

**Abbreviation** The abbreviation of the event.

**Info** An info field for the event. This field can contain for example a definition of the event.

**Type** The event type. This list contains all event types that are determined in section *5.1 Event types*. *(required)*

**Categories** The categories which this event is meant for. This way incorrect participations can be noticed more quickly. When no categories are listed, then all the categories are permitted. Use the check boxes on the left of the combo box to filter the listed categories.

*Note: The check boxes* Show all *for both* Type *as* Categories *show or hide extra choices in the combo box next to it.*

### 3.2.2 Rounds

With combined events this tab page contains a list of field events. In the other case you will find here a list of rounds. In general, one round is defined: *. This is useful for meets of which the events contain no rounds. In the other case, you can add, delete and reorder the rounds here, by using the buttons at the bottom of the list with rounds. Per round you can modify a lot of properties (Details).

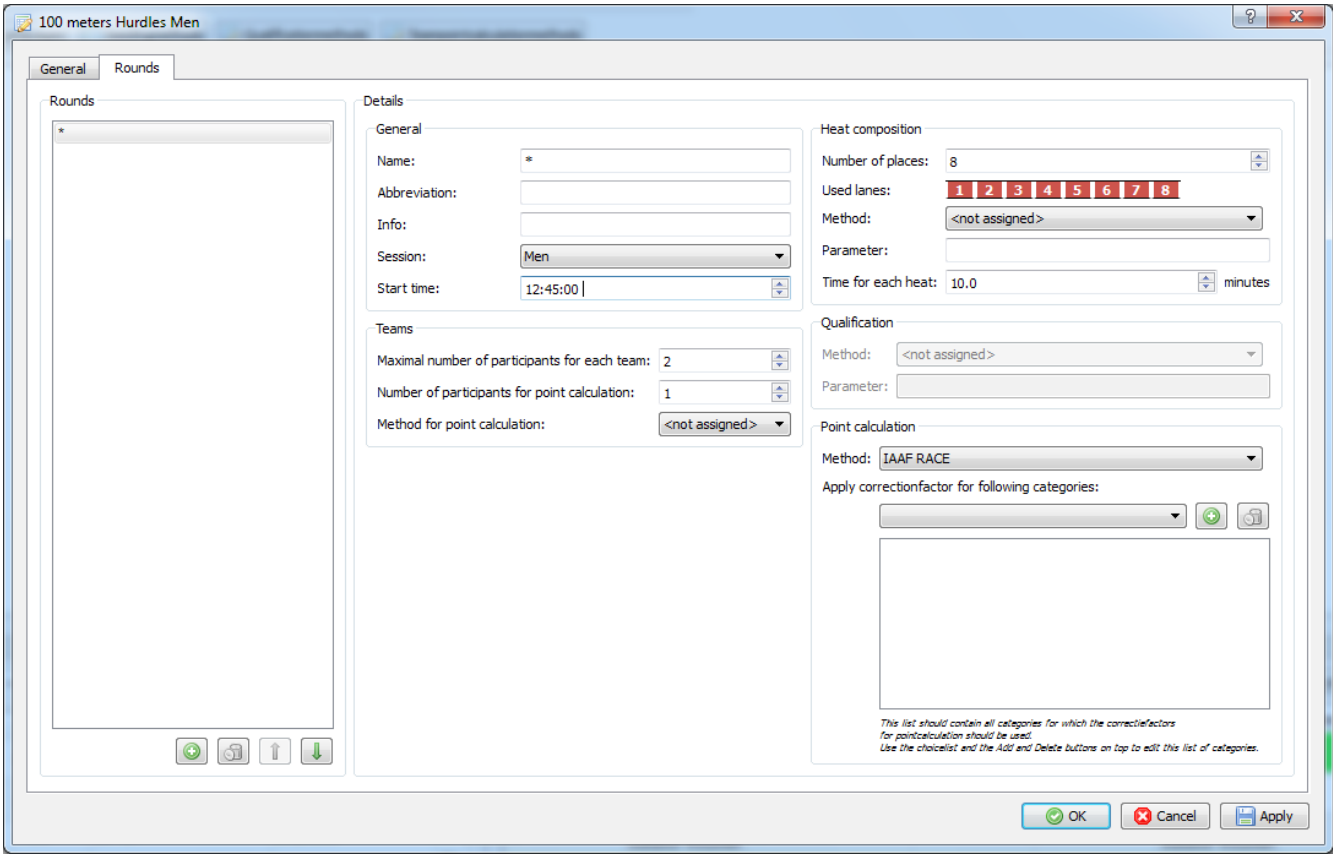



***Figure 18:*** *Modifying the round properties of an event.*

**General – Name**

The name of the round. *(required)*

**General – Abbreviation**

The abbreviation of the round. With combined events, the abbreviation is used as the heading of the results table.

**General – Info**

An info field for the round. This field can for example contain a definition of the round, or the starting height of a high-jump competition.

**General – Session**

The session that belongs to this round. This list is filled with sessions defined in subsection

*3.1.2 Sessions. (required)*

**General – Start time**
The start time of this round. This value is shown in the list of events in the events panel.

**Teams – Maximal number of participants for each team**
Limiting value for the number of team members that is allowed to participate in this event.

**Teams – Number of participants for point calculation**
Limiting value for the number of team members of whom the points will count as team points. In other words: the points of the -n- highest scoring (according to place and result) participants from the same team count for team points.

**Teams – Method for point calculation**
The method how the team points are calculated. There are two possible methods by default. This list can be expanded by the personal methods of your federation.

- On place: Team points are assigned according to the values in the field Amount of points in order and the chosen option for In case of a tie take, on the tab page Teams of the meet properties (see *3.1.4 Teams*).

- On performance: Team points are assigned according to the individual points, based on the performance. The possible correction factors are hereby also taken into account.

- <not assigned>: No team points will be assigned, in other words, team points are not in effect here.

**Field event – Start height** *(depending on event type)*
The start height of high jump-events. This function is only visible for vertical length events. Format: 0.00m.

**Field event – Interval** *(depending on event type)*
The default value for the interval of sequential heights. This function is only visible for vertical length events. Format: 0.cm.

**Field event – Number of attempts** *(depending on event type)*
The number of attempts that can be done for this event. This function is only visible for events with multiple attempts.

**Heat composition – Number of places**
The number of available places in a heat or group. This is used for automatic heat or group composition.

**Heat composition – Used lanes** *(only events that make use of lanes)*

Only the selected lanes are used in the heat composition. Click to use (red) or to not use (grey) a lane.

**Heat composition – Method**

The way how the composition will be executed. There are two possible methods by default. This list can be expanded by the personal methods of your federation For more information about the methods, with some examples included, see appendix C.

**Heat composition – Parameter**

A possible parameter that can be included in the heat composition method.

**Heat composition – Time for each heat**

An estimated duration per heat. With this the start time of every heat is automatically adjusted to the time of the last added heat, increased by the duration that is entered. For the first added heat, the start time of the round is used.

**Qualification – Method**

The way how the qualifications are automatically determined. There is one possible method by default. This list can be expanded by the personal methods of your federation.

- [On place];[on time];
- <not assigned>

First on place, then on time. The given parameters for this method are the number of participations that are qualified on place, and next the number on time, separated by a semicolon ( **;** ).

**Qualification – Parameter**

A parameter that has to be given with the chosen qualification method, mentioned above. For example: 2;3. In this case, every 1st and 2nd athlete of each heat will be qualified, as well as 3 other athletes that have the fastest time over all heats. This parameter is especially used for track events.

**Point calculation – Method**

The method how for (individual) point calculation. There are four possible methods by default. This list can be expanded by the personal methods of your federation.

- IPC;
- IAAF RACE;
- IAAF JUMP;
- IAAF THROW;
- <not assigned>

**Point calculation – Apply correction factor for following categories**

A list of the categories for which a correction factor should be applied to the performance, which will then be processed by the point calculation formula to form the total amount of points. The role of the correction factor in the point calculation formula is explained in subsection *4.2.1 Individual points*.

## 3.3 Participations

In this section it is important to make a difference between an athlete, a participant and a participation

- An athlete is the person as he/she is stored in the database.
- A participant is an athlete who takes part in the meet.
- A participation is a link between the participant and an event of the meet.
  - Usually this is a single participation, so a participation is **1** participant
  - In case of relays this is a multiple participation, for example **4** participants are **1** participation.

Also the difference between a category of an athlete, team, event and participation is important. Depending on the event type, check-ups happen based on either the date of birth, or the year of birth.

- The category of an athlete depends on his/her age.
- The category of a team is adjustable per team and is especially for automatic addition of athletes as members.
- The category of an event is adjustable per event and makes sure that participants can only participate under certain categories. Only for the permitted categories (in other words the categories of an event), points are calculated.
- The category of a participation (below referred to as 'participation category') is the category that is used to process the participation in an event.

With this terminology in mind, you can get started with participation administration.

### 3.3.1 Creating athletes

You can create new athletes in the athletes panel. On top of the panel you see different buttons to create or modify athletes. The plus-button on the left-hand side can be used to create new athletes. If you click hereupon, you will open a new window with three tabs: General, This competition and Personal bests.

The General-tab contains three parts: General, Licences and Licence details.

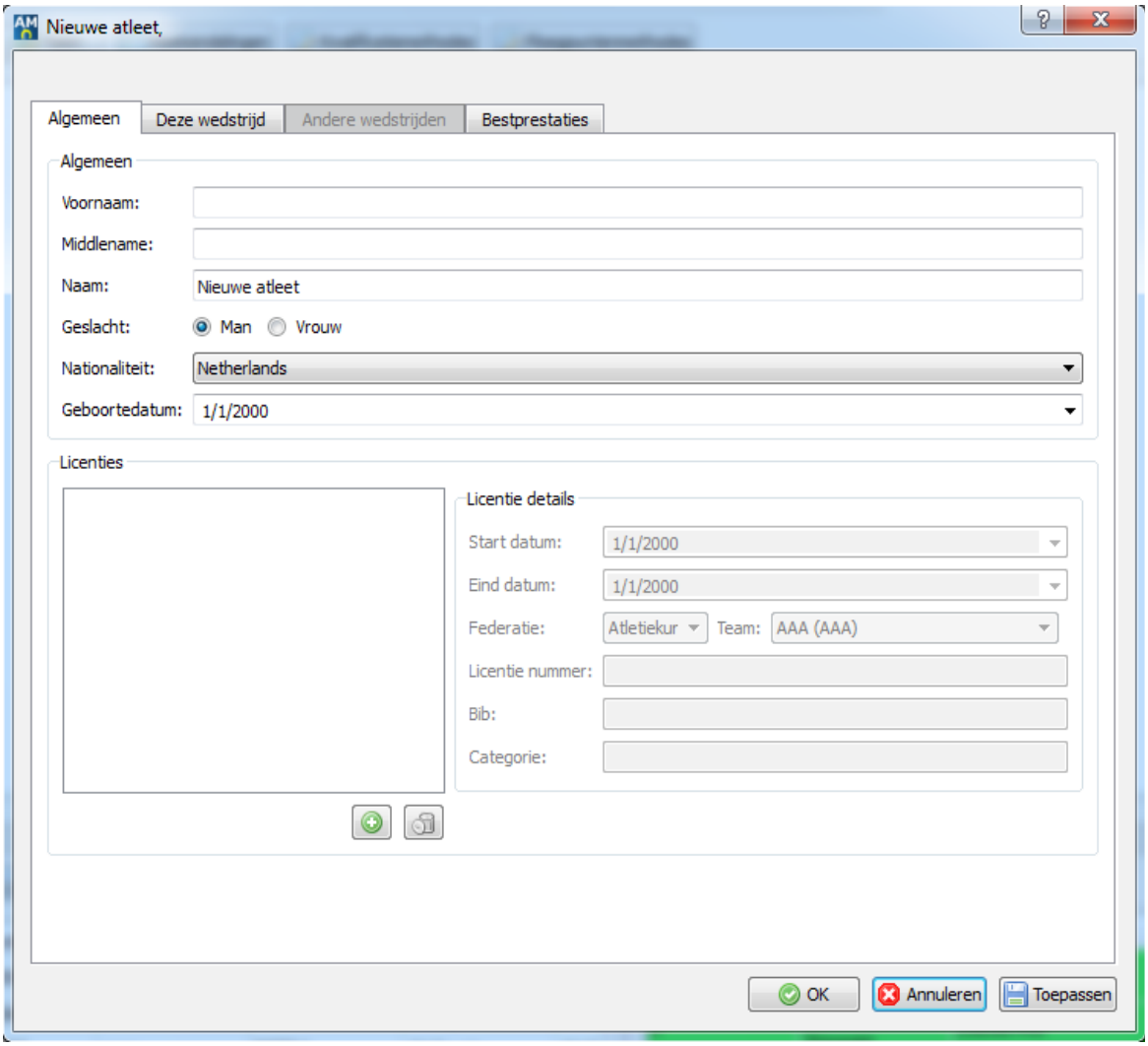



***Figure 19:*** *Tab Add athlete – General.*

**General – First name / Middle name / Name**
The first name, possible middle name(s) and last name of the athlete.

**General – Gender** The gender of the athlete.

**General – Nationality** The nationality of the athlete.

**General – Date of birth** The date of birth of the athlete.

**Licences** This field shows you the licences of this athlete. To add a licence, you first have to fill in the licence details in the Licence details-part, after which you click on the plus-button under the licences field. To delete any licences, select the licence in question and click on the trash-button.

**Licence details – Start date / End date**
The start date and end date of the athlete's licence.

**Licence details – Federation / Team**
The federation and team to which the athlete belongs.

**Licence details – Licence number**
The licence number of the subscription to the federation. This is thus the licence number that was assigned during the subscription.

**Licence details – Start ID**
The fixed start ID that belongs to the subscription of the federation in question. This is thus the start ID that was assigned during the subscription.

**Licence details – Category**
The category that belongs to the athlete. This category is calculated based on the athlete's date of birth.

The second tab is the This competition-tab and contains one button: Add <name> to current meeting, where <name> is of course the name of the concerning athlete. If you add the athlete to the current meeting (by clicking on the button), the tab will show your more information, existing of two parts: General and Participations.

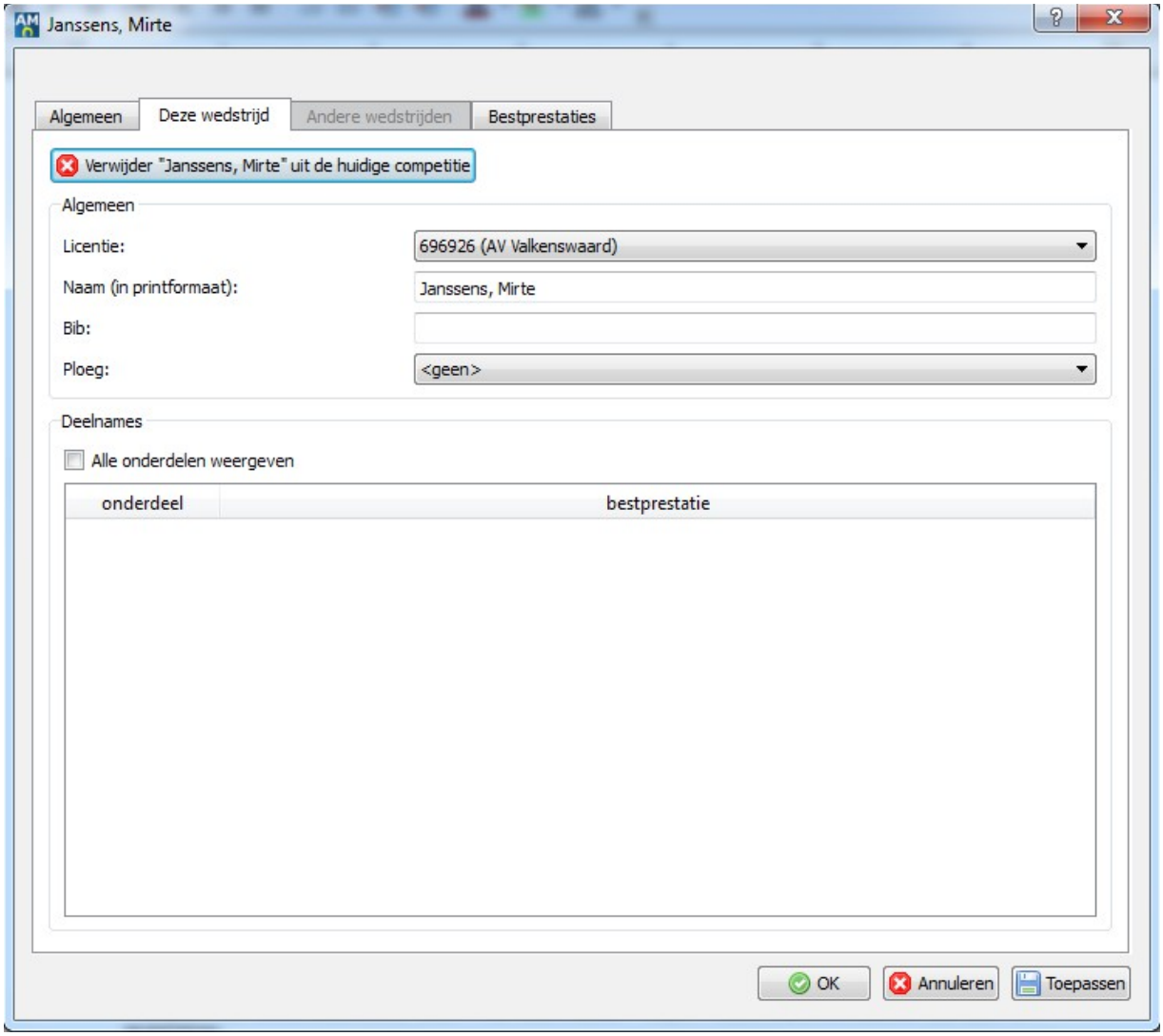



***Figure 20:*** *Tab Add athlete – This meet.*

On top of the tab you have the possibility to remove the athlete from the current meeting.

**General – Licence** The licence under which the athlete will participate in the meeting/event.

**General – Name** The name of the athlete.

**General – Start ID** This is the start ID that you can assign yourself. This can be a different number than the standard number that was assigned by the federation during the subscription (and which you entered in the previous tab).

**General – Team** The athlete's team.

**Participations** In this part you will see the events in which you would like the participant to

participate. If you check the Show all events-check box, all events will be listed in order to select manually the events to participate in.

The third tab, Personal best, contains one part: Performance. In this tab you can enter the best performance per event (of the season / of the entire career). This performance will also be shown in the list of possible events in the This competition-tab.

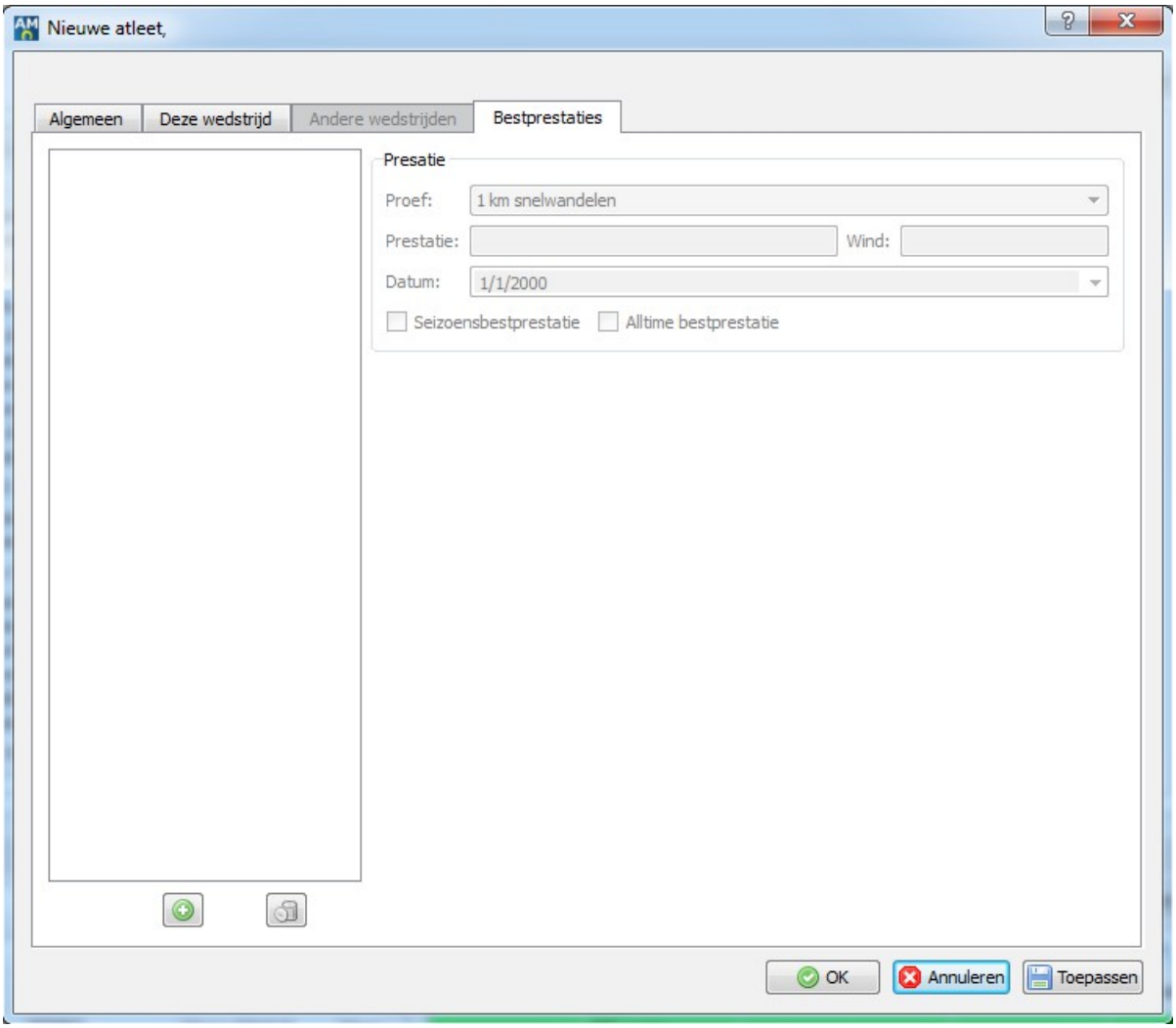



***Figure 21:*** *Tab Add athlete – Best performance.*

**Performance – Event** The event for which you want to enter the best performance.

**Performance – Performance** The result of the best performance.

**Performance – Wind** If the wind could have influenced the performance, you can enter the wind velocity (by means of a wind measurement) here.

**Performance – Date** The date of this best performance.

**Performance – Seasons best/Alltime best**
Here you can enter whether it was the best performance of the season or of his entire career.

### 3.3.2 Athlete participations

*Note: If you add an athlete directly as a member of a team, or you register the athlete immediately in an event, they become automatically participant of the meet. The steps explained in this section will then occur automatically.*

Imagine that you already know which athletes will participate, but you do not know yet in which team or in which events, then you can add an athlete to a meet, by following these steps:

• Search in the athletes panel for the desired athlete. You can use a quick search for this (start typing in the search field) or an advanced search (button with binoculars-icon).

• As soon as you have found the athlete in the list, you open his or her properties. There are two ways to do this:

– Right-click on the concerning athlete and choose Properties,

– or select the concerning athlete and then click on the button Modify athlete (pencil) on top of the athletes panel.

• Go to the tab page This competition.

• Click on the button Add <name> to the current competition, where <name> is of course the name of the concerning athlete.

• The athlete is now a participant of the meet.

### 3.3.3 Adding an athlete to a team

It is common that the athletes are registered per club. A club sends one or more teams, by means of lists with athletes. Make sure that the teams are created (see *3.1.4 Teams*) before continuing.

*Attention: By teams we do not mean relay teams. These are explained in the next section.*

• Open the teams panel and double-click on a team to open it.

• Choose the identification method to add an athlete:

– by licence number *(default),*

– by start ID,

– or by name.

• Then type in the search field (Search and enter) a search action and push [Tab].

• Next to the combo box to select the type, there will be a second button, with the first search result. You can push once again on [Tab] to show a next search result (for example with athletes with the same name — with licence numbers, there is normally only 1 result).

• Push [Enter] to confirm the current result.

*Note: You can also directly push [Enter], without first pushing [Tab]. Then the first search result will be added immediately.*

### 3.3.4 Enrol an athlete into an event

Another possibility to add athletes to a meet, is by directly assigning them to an event. There are several methods to do this:

1. Double-clicking
   • Open the event in which you want the athlete to participate.
   • Search for the desired athlete in the athletes panel.
   • Double-click on the concerning athlete.

2. Multiple athletes simultaneously
   • Open the event in which you want the athlete to participate.
   • Select the desired athlete in the athletes panel.
   • Choose at the bottom left in the athletes panel the action Add to current event.
   • Click on the button right next to it to execute the action.

3. Typing
   • Open the event in which you want the athlete to participate.
   • Open the Participants-tab or the Start lists-tab.

• (in the Start lists-tab you can choose in which round, event, heat or group you would like the athlete to participate in)

• Use the search field like in *3.3.3 Adding an athlete to a team* to add an athlete.

4. Checking individual events
   • Add the athlete like a participant of the meet, as described in *3.3.2 Athlete participations*, in which you check the events in the athlete's properties.

   • In the same tab page (This competition) you can find a list of events at the bottom. Check the desired events in the list.

*Note: This list is based on the category of the athlete and the category/ies of the team of the athlete, no matter whether he is a member or not.*

*For example: An athlete with the category 'junioren C jongens', is member of the teams with the categories 'junioren A jongens', 'junioren B meisjes'. The event list in the athlete properties will then contain events with category 'junioren A jongens', 'junioren B meisjes' or 'junioren C jongens'.*

*To deactivate this 'filter', check again Show all events.*

*Note: If you already created teams, the application will try to divide the athlete automatically into the right team. The application will first check whether there are any teams of which the default federation matches with the athlete's federation. If this is the case, the application will check the default categories of the team and the category of the athlete. If there is a match, the athlete will automatically become member of that team. If there are more matches, the application will pick the team that was created first.*

**Exception – Enrol an athlete into a relay event**

In case of relay events, the participations are relay teams. Each time you enrol an athlete into a relay event, a window will pop up in which you can create new relay teams or select existing teams. You can enrol an athlete into a relay event by opening the relay event in the events panel, and then adding the athlete (for example by double-clicking the athlete). Then this window will pop up.

To create new relay teams, you have to type the desired name and then click New. To pick an existing relay team, select the desired relay team in the list and click Select. Next the athlete will be added to the relay team in question, in that event.

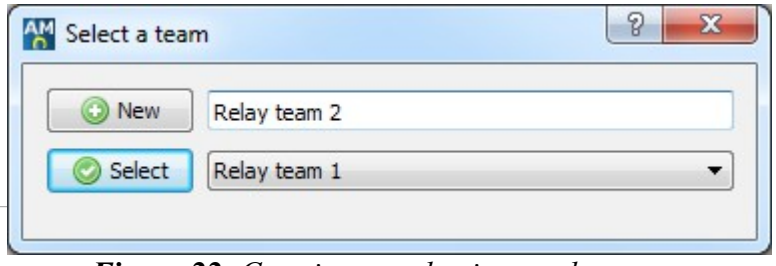



***Figure 22:*** *Creating or selecting a relay team.*

Editing an existing relay team can be done by double-clicking the team in the event in question. A window will pop up in which you can edit the name of the relay team, delete its members or rearrange the order of the athletes. Cursive names with a grey fond are the reserves and will not be counted in the teampoints calculation. Removing a relay team is the same procedure as in an ordinary participation: select and push [Delete].

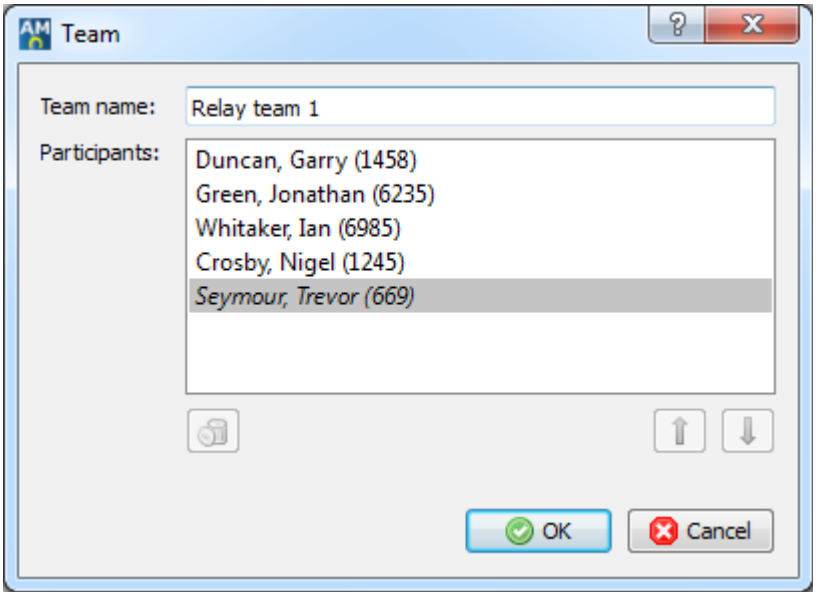



***Figure 23:*** *Modifying a relay team.*

### 3.3.5 Editing participation categories

As we mentioned in the first part of this section, the participation category is the category of the participation (both for an athlete and a relay team) which is taken into account in the point calculation. You will find the participation category in the Participants-tab of an opened event, in the Category-column. When enrolling an athlete into an event, the participation category will be equalised as much as possible to the athlete's category. If the athlete's category is not in the list of the permitted categories for this event, then the closest next category will be picked.

**Example**: An event has the following participation categories:

- Juniors C
- Juniors D

A 'junior C' athlete participates as a 'junior C'.
A 'junior D' athlete participates as a 'junior D'.
A 'pupil A' athlete participates as a 'junior D' athlete.
A senior athlete participates as senior (invalid category, no points will be calculated).

In the Participants-tab you see the categories in which the athletes participate. The fond colour shows you the validity of the participation category:

**White** Athlete participates in his own category.

**Yellow** Athlete participates in another (higher) category.

**Red** Athlete participates in an invalid (lower) category.

The participation category can always manually be 'overwritten':

- Right-click on the participation category you would like to modify.
- Go to the menu Category and select the valid participation category. (The categories listed are the categories of the event).

*Attention: If a participation category is not accepted (and so marked in red), no points will be calculated for that participation*.

## 3.4 Heat composition

The heat/group composition can be done in the Start lists-tab of and opened event. An automatic heat/group composition is based on the options that are set in the properties of an event, the round in question more specifically. Just click on the Create Heats-button. If any heats or groups have already been created, the application will ask you to overwrite these.

Manually creating or deleting heats/groups can be desirable. This can be done as follows:

- Left-click on the round of which you would like to nodify the heats/groups. For the events

without any rounds, this will be an asterisk (*).

• Click on the plus-button underneath the list to add a heat/group, or at the trash-button to delete a heat/group.

You can assign participations to a specific heat/group by selecting the round, right-clicking on the participation and then selecting a heat/group in the sub menu Add to heat. This is also possible with a selection of several participations.

*Note: Heat composition is required! Even if you do not want heat/group compositions, we recommend you to create always 1 heat or group. This way the application can do its job correctly.*

## 3.5 Assigning start ID's

You can assign start ID's by using the Assign Start ID's-button, which you find on the left-hand side of print button in the athletes panel. If you click on this button, a new window will appear where you can set the parameters.

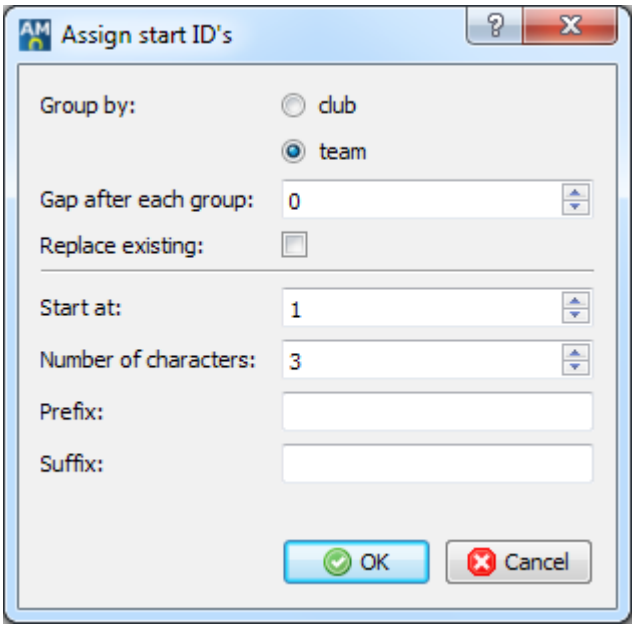



***Figure 24:*** *Assigning start ID's.*

**Group by** Here you can choose whether you want to group the start ID's by club or by team. The advantage of this functionality is that the start ID's of the athletes that belong to one team/club will have a consecutive order.

**Gap after each group** This option gives you the possibility to leave a gap between the numbers of

two different teams/clubs. In case you have some late additional inscriptions of a certain team, then these 'blank' numbers will be assigned to these late inscriptions. This way their numbers apply to the consecutive order of their team.

**Replace existing** In case that some athletes already had a start ID (for instance because you started a previous meet), you can replace their numbers by new ones by checking the check box.

**Start at** Start assigning ID numbers from a set number.

**Number of characters** The number of characters that each ID number will contain. In this case, number 1 will be shown as 001 (3 characters).

**Prefix** Enter the characters that you want to show before of the ID number, if desired.

**Suffix** Enter the characters that you want to show after of the ID number, if desired.

## 3.6 Taking along competition files

You can easily make a backup of the competition by using *AthleticsManager Server*. This is in fact a backup of the database. Make sure that the database service is activated before making or loading a backup.

Click in the *AthleticsManager Server* on Make a backup of the current meet, select the location and choose a file name. You can for example copy this file to a safe location or USB flash drive.

To work again with your backup (for example on another location), you have to click on Load an earlier copy of a meet. Select your backup and click Open.

*Attention: In the* AthleticsManager *versions before 19/04/2012, backups to external equipment (such as USB flash drives) might fail. This causes corrupt backups. You can recognise these files by their file size: less then 7.5 MB means that the backup is corrupt. To make a correct backup, save the file in a local folder (Desk top, My documents), and after that, copy this file to the desired location. Even more easier and safe is to upgrade your* AthleticsManager *to the newest version, which you can find on our website.*

To have an ideal workflow, follow these steps:

- Fill in all preliminary data in the meet at your home pc.
- Make a backup of this meet.
- Make sure that the external pc has installed all required aspects of *AthleticsManager*.
- Load the backup of the meet that you set in advance.

- Fill in, during the meet, the results and so on.
- Create a new backup of this meet.
- Load the meet again on your home pc, or copy the backup to a backup location.

# Chapter 4

# Administration during the meet

Administration of a meet in progress, happens mainly in the events administrator. Multiple events can be opened, and every individual event is divided into three vertical tab pages: Participants, Start lists and Results. You have various possibilities to manage or open an event, always starting from the events panel:

- Double-click on an event.
- Select an event and push [Space] or [Enter].
- Right-click on an event and choose work with <event name>.

*Tip: To switch easily between open events, you can make use of the shortcut key [Ctrl] +[Tab].*

## 4.1 Entering performances

There are different kinds of results:

- Time-related performances:
  - hand times, manual entry
  - electronic times, manual entry
  - electronic times, automatic entry (by using *MacFinish*)
- Metric performances:
  - distances, enter only the best result
  - distances, enter every attempt
  - heights, enter only the best result
  - heights, enter every attempt
- Invalid performances:
  - no result (NR)
  - disqualified (DIS)
  - did not start (DNS)

Every heat runs through a series of statuses. Depending on the status, the background colour of this heat will change. When all heats have reached a certain status, the round to which these heats belong, will take over their status.

| Status (colour) | Description |
|---|---|
| Empty (white) | Contains no participations. |
| Waiting (grey) | Contains participations, but no results. |
| Started (light blue) | Event has started and results are being entered. |
| Results available (yellow) | All results are entered and the button Ready has been clicked. |
| Official (green) | The results are approved and the button Official has been clicked. |
| Corrected (red) | A result has been modified, although the results were already official. |

***Table 4:*** *The possible statuses that a heat or group can run through.*

When entering the performances, you can make use of the [Enter]-key to confirm your entry and jump directly to the next (entry) field. By default this is the field directly below. By using the [Tab]-key, you can switch between the different code buttons to enter the result of an attempt.

You can also add a note to a performance, for extra information concerning this performance. This is useful in case of pointing to a specific rule for a disqualification for example. To add a note, right-click and choose Add a note. Fill in the note text and click OK. The note will appear in the tool tip of that performance.

It can sometimes occur that the points are not immediately calculated. You can then click on the button on the top right, with a turning green arrow icon, to recalculate the points.

### 4.1.1 Adding wind measurement

If you do a wind measurement by using a wind measurer (e.g. *WindSpeed*), you can import the results of it into *AthleticsManager*. This could be useful if you want to show whether the wind velocity could have influenced the final results or not. If you import the results into *AthleticsManager*, the results will be shown in a separate column named Wind measurement. This column is hidden by default, but can be shown by right-clicking on the column heading and choosing Wind measurement. The format is metre per second.

### 4.1.2 Entering hand times

When hand times have been used for the results, instead of electronic times, then they have to be filled in in the separate column Hand timing. This is necessary for the application to adjust the points calculation for hand times. The column is hidden by default, but can be shown by right-clicking on the column heading and choosing Hand timing.

### 4.1.3 Adding photofinish results

If you have photofinish results, by using for instance *MacFinish*, you can import the results into *AthleticsManager*. This way you do not have to enter the results manually. The column for the photofinish results is hidden by default, but can be shown by right-clicking on the column heading and choosing Photofinish results. If you have multiple results, because you used multiple photofinish cameras, you can send all results to *AthleticsManager*. These multiple results will then all be shown in the photofinish results column, separated by a slash.

### 4.1.4 Adding reaction times

You can also import the reaction times of the athletes into *AthleticsManager*, after you have measured

these by means of the *FalseStart* for instance. The column Reaction times is hidden by default, but can be shown by right-clicking on the column heading and choosing Reaction times. If you have multiple reaction times, because of a false start for instance, you can send all reaction times to *AthleticsManager*. These reaction times will then all be shown in the reaction times column, separated by a slash.

### 4.1.5 Entering electronic times manually

Entering electronic times manually can be done by selecting a performance field and starting to type. Valid characters are 0 up to 9 for numbers, : and ; to distinguish hours/minutes/seconds, and . and , to distinguish seconds/milliseconds.

There is also a shorter version of entering times manually, in which the hours/minutes/seconds are automatically separated by a colon.
For example: entering '123.45' becomes '1:23.45'.

### 4.1.6 Entering electronic times automatically

It is possible to import electronic times automatically from Hytek-compatible products into *AthleticsManager*. For more information about the connections and settings, see appendix D.

### 4.1.7 Entering metric performances: Best performance vs All attempts

By default *AthleticsManager* is set to register all the attempts. You can modify this to enter only the best performance. You can switch between these two modes by using the button left on top in the Results-tab. When the icon stands on n (by default), you are in the mode to fill in all attempts. In the other case the icon will stand on 1, which indicates that only the best performance has to be entered.

Entering only the best performance is the same as entering times in the performance field, but this time with metric data with metre as unit. Then the colon is not used here, but the decimal point still is.

When you enter all attempts, you get the possibility to switch between entry directions. As mentioned before, you can enter easily by using the [Enter]-key. By default the entry field jumps to the field directly underneath the current field. This is the vertical entry of performances, but also the horizontal entry is possible. To switch between entry directions, you click on the button at the top right, with a green arrow pointing below or to the right (not turning). If the arrow pointing below is visible, then the vertical entry is active. If the arrow pointing to the right is visible, then the horizontal entry is active.

### 4.1.8 Entering multiple distance attempts

*Note: Make sure that for this, you are in the Enter all attempts-mode, otherwise you cannot enter multiple attempts. You can find the attempts on the right side in the list with results. It is possible that*

*you first have to scroll to the right.*

The number of attempts that is shown here, can be modified in the round properties (on the right side of the tab in the opened event > Rounds > Field event). The best attempt will automatically be filled in in the Performance-field.

You have three possible values for entering the performance of a distance attempt, plus possibly an entry field for wind measurement (depending on the event type). Possible values are metric values, 'X', or '-'.

- The metric performance is the obtained distance in metre, to be entered with numeric keys (**[0]** up to **[9]**) and if necessary a decimal differentiator (**[ . ]** or **[ , ]**).

- The 'X' stands for 'fail' and has to be entered by using the corresponding button or the shortcut keys [X] or [∗].

- The '-' stands for 'pass' and has to be entered by using the corresponding button or the shortcut key [ - ].

### 4.1.9 Entering multiple height attempts

*Note: Make sure that for this, you are in the Enter all attempts-mode, otherwise you cannot enter multiple attempts. You can find the available heights on the right side in the list with results. It is possible that you first have to scroll to the right.*

The height columns that are shown here, have to be added yourself by using the button New height at the top left. Adding according to height means that the entered height will stand on its linear place between the height columns. Adding by barrage means that the entered height will be placed behind the height columns. By default the start height will be present as height column. The start height and the default interval with which the heights have to be incremented, are both adjustable in the round properties (on the right side of the tab in the opened event > Rounds > Field event). The Performance-field will be filled in automatically with the highest reached height.

You have three possible values for entering the performance of an height attempt. Possible values are 'O', 'X', or '-'.

- The 'O' stands for 'success' and has to be entered by using the corresponding button or the shortcut key [O].

- The 'X' stands for 'fail' and has to be entered by using the corresponding button or the shortcut keys [X] or [∗].

- The '-' stands for 'pass' and has to be entered by using the corresponding button or the

shortcut key [ - ].

*Note: The barrage heights are not taken into account yet in the calculation of the place, so you have to modify the place manually (if necessary). This functionality is planned for a next version of* AthleticsManager.

### 4.1.10 Entering invalid performances

When a participant had no result (NR), was disqualified (DIS), or did not start (DNS), then you can enter this by right-clicking on the performance field of that participant and choosing the desired option in the sub menu Use code.

## 4.2 Point calculation

### 4.2.1 Individual points

The individual points are calculated based on an implemented formula. This formula is set in advance. For more information about this formula, see appendix E.

### 4.2.2 Team points

Next to the individual points you can find the team points. It depends on the round properties whether team points will be assigned to that participation or not. If you select not assigned, then no team points will be assigned.

The obtained points are only added to the subtotal of the team points of that team if the heat has the status 'official'. You can print the subtotal of the team points at all times by using the button Print in the teams panel.

## 4.3 Qualification rounds

If you have chosen a qualification method in the round properties, then the correct participations are automatically qualified for that round. The qualifications on place are indicated by a Q on the left side of the participation result. The qualifications on time are indicated by a q.
You can however still modify the qualifications, by right-clicking on the qualification field.

Once the results are official, you can go back to the tab page Start lists, select the concerning qualification round, and click on the button Qualification. The qualified participations are automatically transferred to the next round. You will still need to add heats!

## 4.4 Personalised menu

A personalised menu, in which every federation can use its own personalized functions, has been implemented in *AthleticsManager*. This menu is indicated by the logo of the federation. If you click on this menu, you will see the different functions.

For more information about the different functions of your personalised menu, see appendix A.

# Chapter 5

# Global settings

The global settings have already been set correctly by *TimeTronics*, for your user friendliness. It concerns mainly a digital collection of the rules and parameters that are used by the athletics federation of your region. Although these values are not visible for users by default, they are completely adjustable to your needs. You can use this for example by adding an own event type with your own chosen pointcalculation parameters.

Only a *superuser* has the privileges to change the global settings. This is set for safety reasons, in order that not everybody can suddenly change the settings during the meet.

You can find all the global settings in the superuser bar. To make the superuser bar visible, see *2.5 Modifying interface*. There is a separate button per group settings: Event types, Categories, Clubs, Point calculation, Correction factors, Users, Federations, Nationalities, Languages, Seeding methods, Qualification methods,Teampoints calculationmethods.

## 5.1 Event types

All normal event types are installed by default. You can however add new types, or modify or delete existing types. Examples of event types are: Discus 1.000kg, 110m Hurdles 0.914m, Javelin 600g, etc. The default event names that are being used, will only apply if no translation was entered. For each of these event types you can of course make a personalised translation.

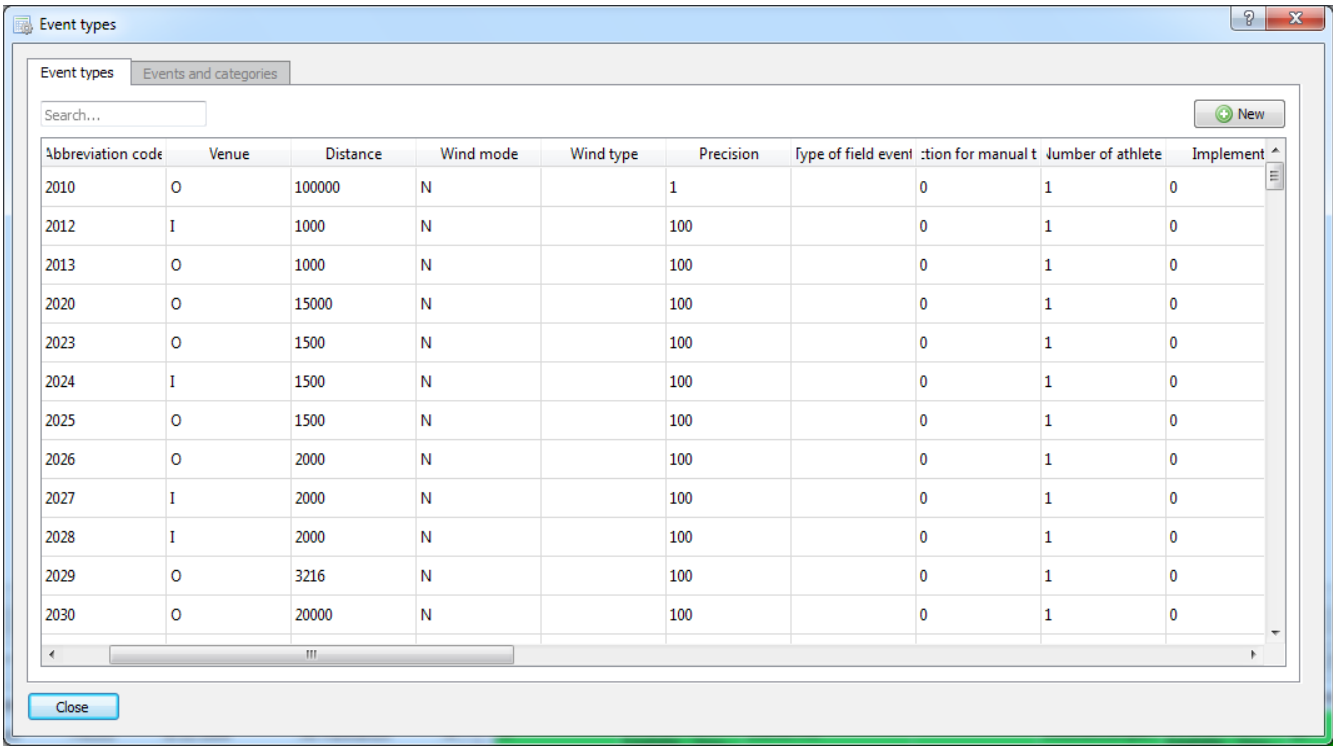

Event types
Event types
Events and categories
Search...
New
Abbreviation code
Venue
Distance
Wind mode
Wind type
Precision
Type of field event
:tion for manual t
Number of athlete
Implement
2010 O 100000 N 1 0 1 0
2012 I 1000 N 100 0 1 0
2013 O 1000 N 100 0 1 0
2020 O 15000 N 100 0 1 0
2023 O 1500 N 100 0 1 0
2024 I 1500 N 100 0 1 0
2025 O 1500 N 100 0 1 0
2026 O 2000 N 100 0 1 0
2027 I 2000 N 100 0 1 0
2028 I 2000 N 100 0 1 0
2029 O 3216 N 100 0 1 0
2030 O 20000 N 100 0 1 0
Close

***Figure 25:*** *Modify the event types in the* Event types*-window.*

**Name code** An ID code that is used for translations of the full name of this event type.

**Abbreviation code** An ID code that is being used for translations of the abbreviation of this event type.

**Venue** Specifies if this is an indoor or outdoor event type. Possible values are I (indoor) and O (outdoor).

**Distance** The distance as an integer for distance event types *(by default 0)*.

**Wind mode** Specifies how the wind measurement has to be executed. Possible values are N (not), H (per heat) and I (per individual performance).

**Wind type** The amount of seconds (integer) that has to be measured for the wind measurement. Mostly this is one of these values: 5, 10 or 13.

**Precision** Specifies the accuracy (decimal) of the performance. Possible values are 1 (integer), 10 (one tenth), 100 (one hundredth), 1,000 (one thousandth) and 10,000 (one ten thousandth).

**Type of field event** Specifies the type of field event for this event type. Possible values are (no field event), H (horizontal field event) and V (vertical field event).

**Correction for manual timing** The value that is added to the entered hand times to calculate with in the point calculation.

**Number of athletes** The number of athletes that works together to accomplish a performance. This is by default 1, with a relay vent this is usually 4.

**Implement** The weight factor that has to be used in the calculation (in kilogram). The weight of the goods with throwing events is of importance here. Decimal values are possible.

**Number of events for combined events** The number of events (integer) that this combined events-eventtype contains. Only applicable to combined events-eventtypes.

**List of field events** Semicolon-separated list of event types that will be used as events for this combined events-eventtype. Only applicable to combined events-eventtypes.

By double-clicking on the corresponding field in the List of field events-column or Number of events for combined events, you open a new window in which you can create new or modify existing combined events.

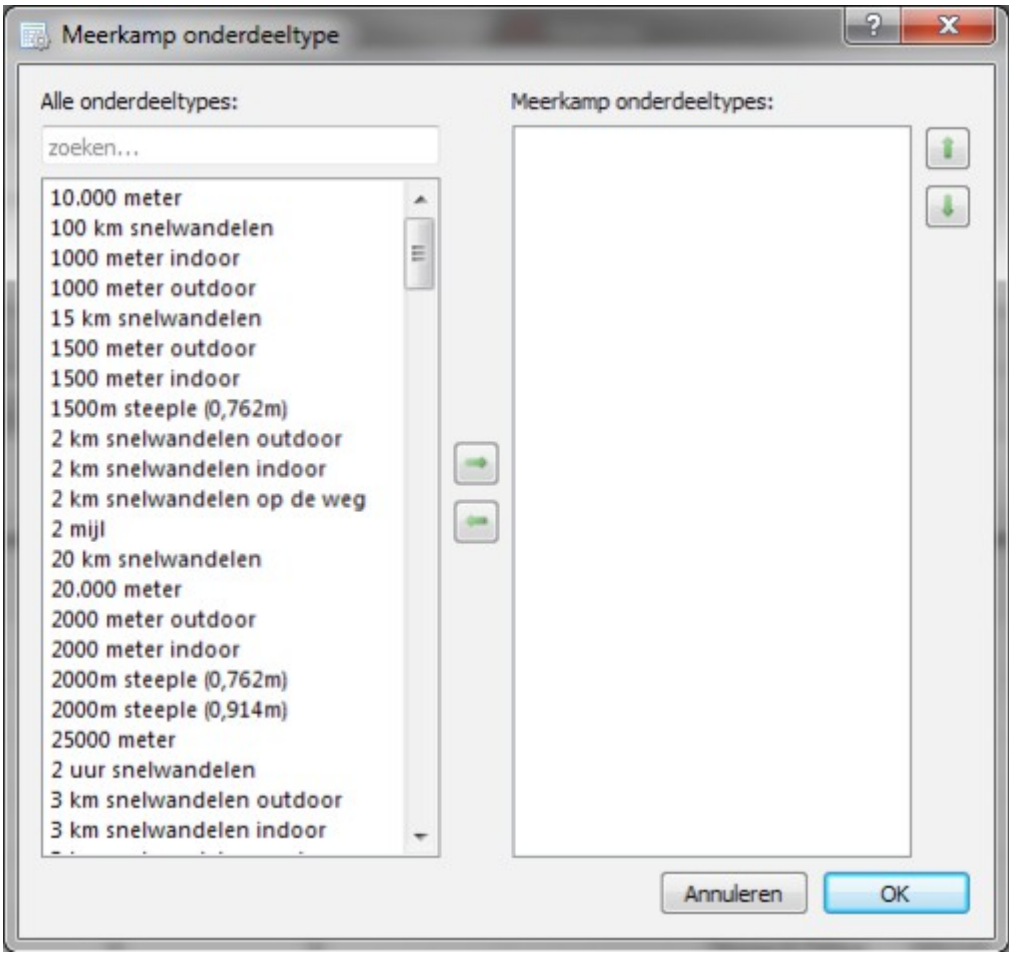



***Figure 26:*** *Creating or changing a combined event.*

In this window you can add event types to your combined events by selecting the desired event in the left column, and then clicking on the right arrow. Deleting event types can be done by selecting the event type in the right column, and then clicking on the left arrow.

You can arrange the event order by using the arrows on the right-hand side of the window.

If you then click on OK, you will see the values in the Event types-window change.

**Default name** The system name of this event type. If no translation for your defined language is entered, then the system name will be used.

**Default abbreviation** The default abbreviation of this this event type. If no translation for the abbreviation of this event type is entered, the default abbreviation will be used.

**Sort <** Specifies the method in which performances should be sorted. Possible values are false

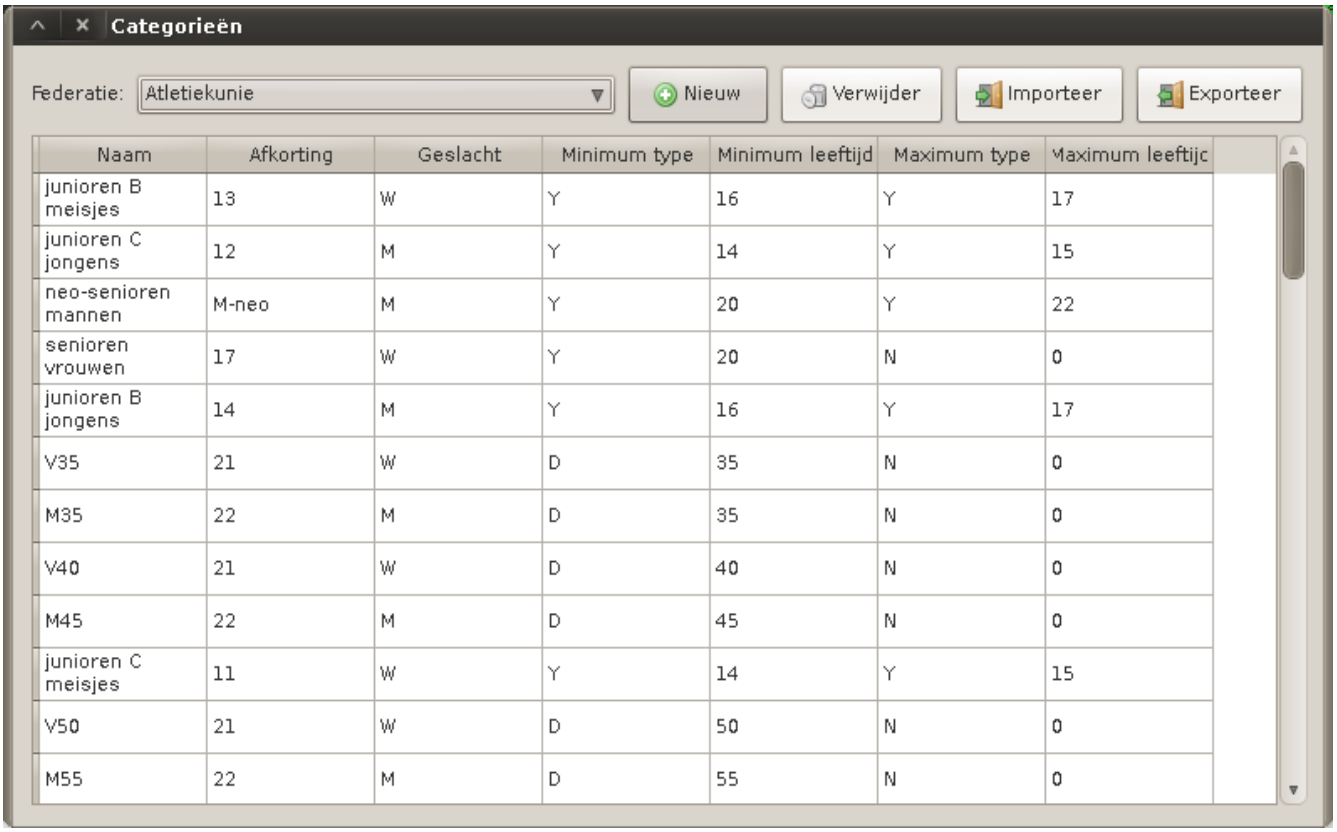
(descending) or true (ascending).

**Name (*)** The name, translated into language *, for this event type.

**Abbreviation (*)** The abbreviation, translated into language *, for this event type.

## 5.2 Categories

The categories are defined in this window. The categories are grouped by federation. There has to be a separate category per gender, so for one age category there will always be two instances. For example: Masters men and Masters women.




| Naam | Afkorting | Geslacht | Minimum type | Minimum leeftijd | Maximum type | Maximum leeftijc |
|---|---|---|---|---|---|---|
| junioren B meisjes | 13 | W | Y | 16 | Y | 17 |
| junioren C jongens | 12 | M | Y | 14 | Y | 15 |
| neo-senioren mannen | M-neo | M | Y | 20 | Y | 22 |
| senioren vrouwen | 17 | W | Y | 20 | N | 0 |
| junioren B jongens | 14 | M | Y | 16 | Y | 17 |
| V35 | 21 | W | D | 35 | N | 0 |
| M35 | 22 | M | D | 35 | N | 0 |
| V40 | 21 | W | D | 40 | N | 0 |
| M45 | 22 | M | D | 45 | N | 0 |
| junioren C meisjes | 11 | W | Y | 14 | Y | 15 |
| V50 | 21 | W | D | 50 | N | 0 |
| M55 | 22 | M | D | 55 | N | 0 |

***Figure 27:*** *Manipulate the categories in window* ***Categories****.*

**Name** The name of the category.

**Abbreviation** The abbreviation of the category.

**Gender** The gender of the category. Possible values are M for masculine and W for feminine.

**Minimum/maximal type** The type that is used to check the age limit for minimum/maximum.

Possible values are N (no minimum/maximum limit), D (limit control by date of birth) or Y (limit control by year of birth).

**Minimum/maximal age** The value that is used to check the age limit for minimum/maximum.

## 5.3 Clubs

The athletic clubs are defined in this window. The clubs are grouped by federation.

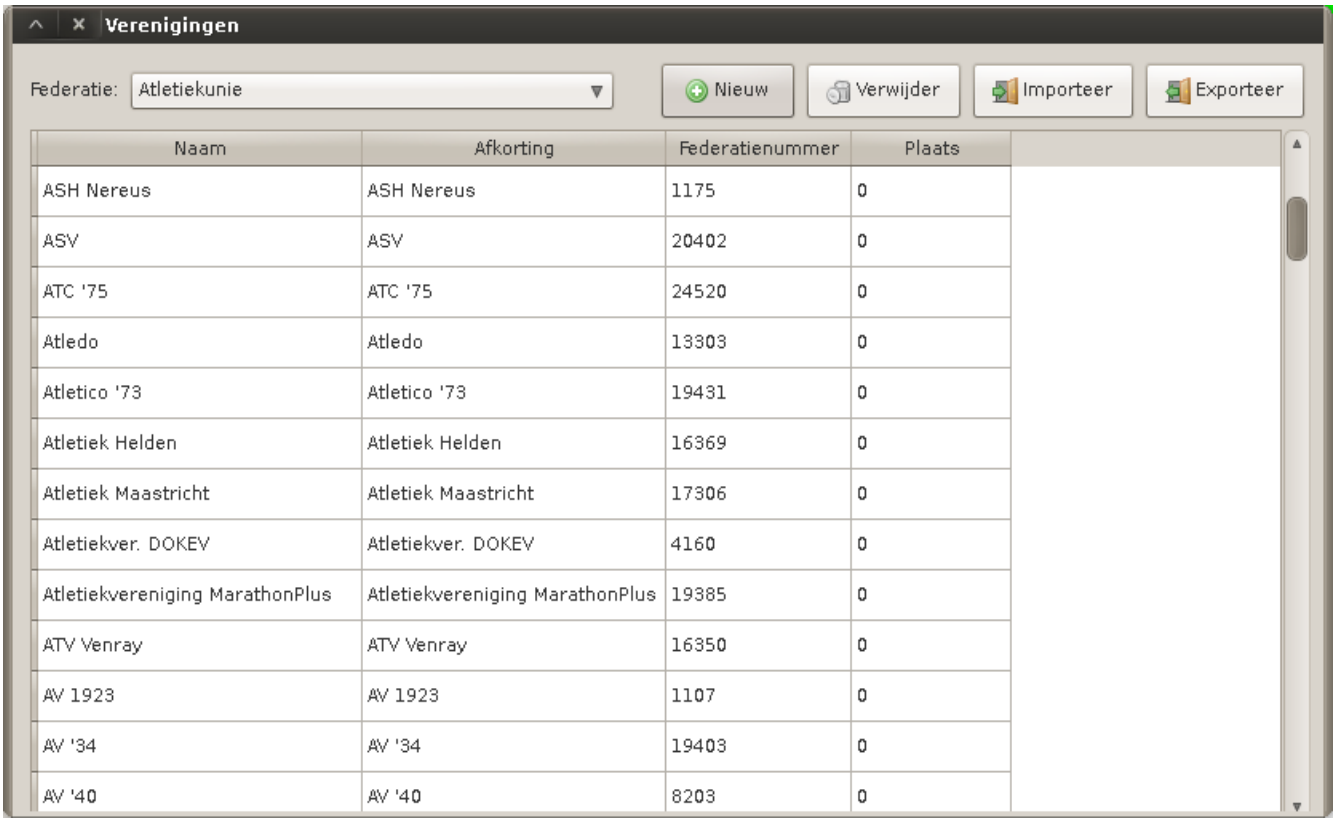



***Figure 28:*** *Manipulate the clubs in the window* ***Clubs.***

**Name** The name of the club.

**Abbreviation** The abbreviation of the club.

**Federation number** The identification number under which the club is being registered by the federation.

**Place** The home base of the club.

## 5.4 Point calculation

The pointcalculation rules are defined in this window. The rules are grouped by pointcalculation method. For an extensive definition of pointcalculation methodology, see section *4.2 Point calculation*.

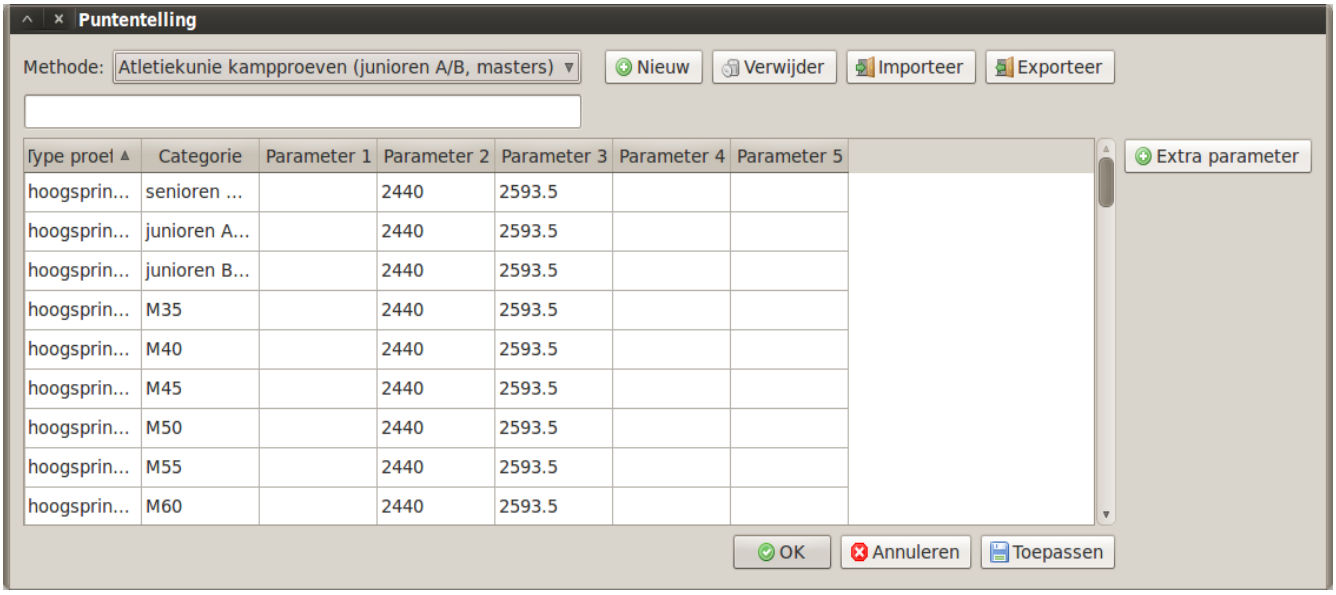



***Figure 29:*** *Manipulate the pointcalculationparameters in window* ***Pointcalculation****.*

**Event type** The event type to which these rules should apply.

**Category** The category to which these rules should apply.

**Parameter -N-** The parameter values which will be entered in the internal pointcalculation algorithms.

## 5.5 Correction factors

The correction factors are defined in this window. The correction factors are grouped by federation. The correction factors are optionally used in the pointcalculation formula. For an extensive description of correction factors, see section *4.2 Point calculation.*

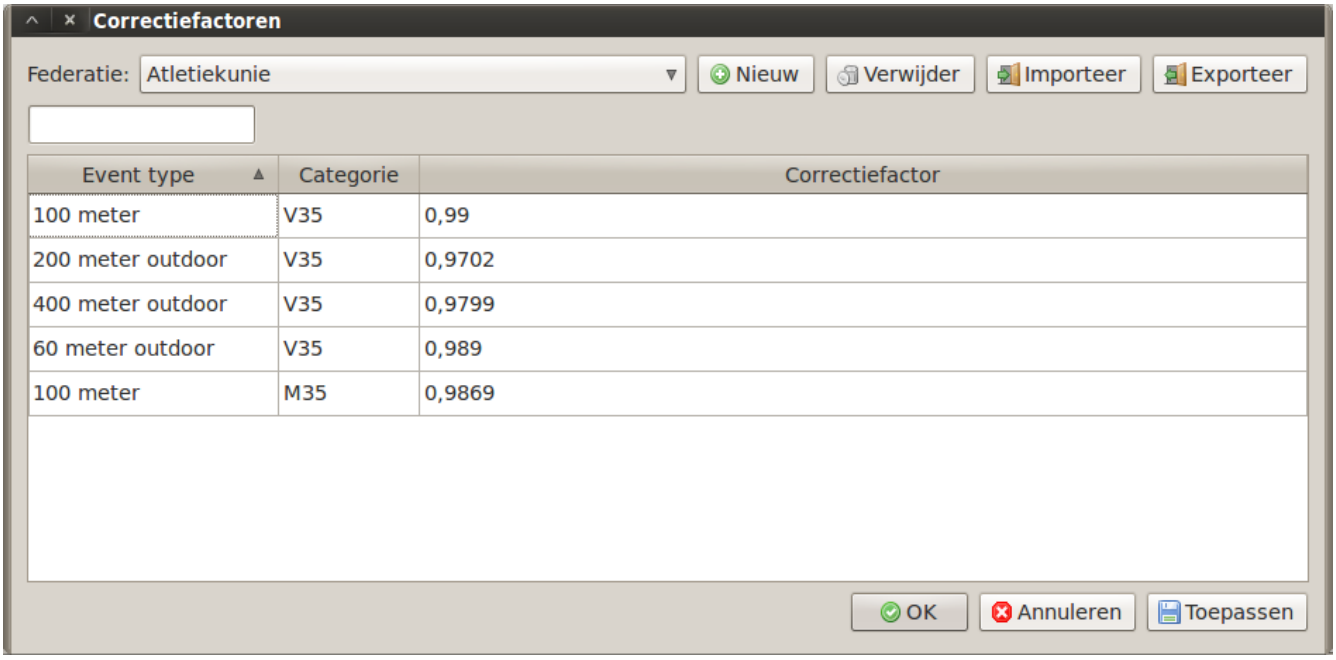



***Figure 30:*** *Manipulate the correctionfactors in window* ***Correctionfactors.***

**Event type** The event type to which this correction factor should apply.

**Category** The category to which this correction factor should apply.

**Correction factor** The value of the correction factor. *(by default '1')*

## 5.6 User profiles

This window shows the different user profiles, with each their own specifications and privileges.

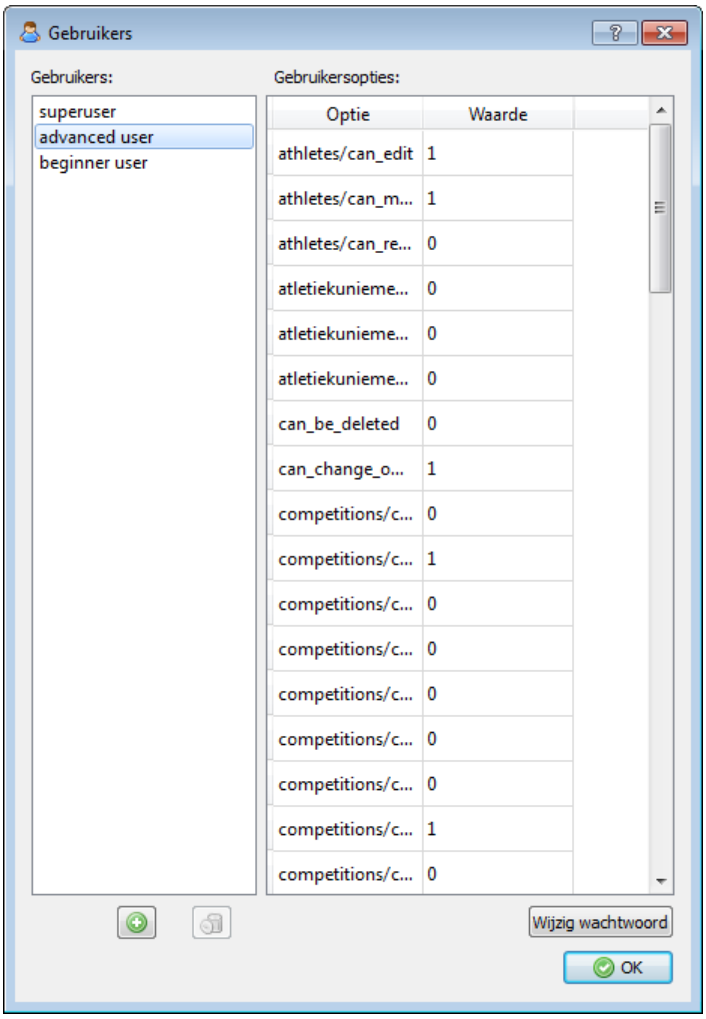



***Figure 31:*** *Manipulate the userprofiles in window* ***Userprofiles****.*

In the left part (Users) you can see the existing users listed. Adding and deleting is possible through the according buttons at the bottom of this list. You can only add and delete users when you have the privileges for this. Only the superuser can do this by default. The superuser, advanced user and beginner user are always present and cannot be deleted. When you add a new user, the privileges of the current selected user will be copied to the new account.

In the right part (User options) you see a list of the user privileges. 0 means 'not allowed', 1 means 'allowed'.

You can use the button Change password to change the password for the current selected user. Unless you are a superuser, you do not need to enter an old password.

## 5.7 Federations

The different federations with each their own specifications are described in this window. You can add new or delete existing federations by using the buttons on the top right-hand side of the window.

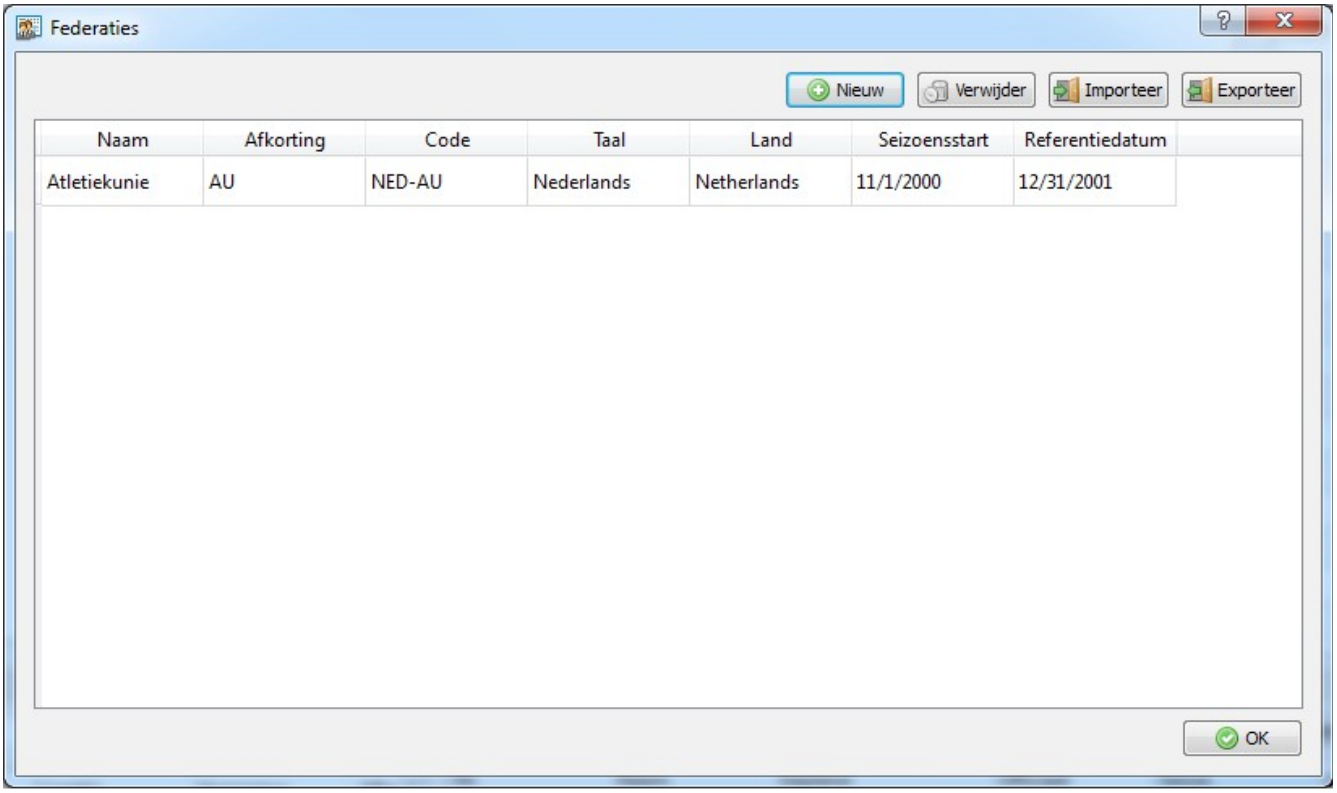



***Figure 32:*** *Manipulate the federations in window* ***Federations****.*

**Name** The name of the federation.

**Abbreviation** The abbreviation of the federation.

**Code** A system code that is used for the federation.

**Language** The language of the federation.

**Country** The country of the federation.

**Season start** The date of the start of the season. If an athlete participates in a meet after this date, then his/her category will be determined based on the athlete's age on the reference date.

**Reference date** To determine the athlete's category, the category calculation will use the athlete's age

on this date.

## 5.8 Nationalities

This window contains all nationalities with each their own code and specifications. You can add new or delete existing nationalities by using the buttons on the top right-hand side of the window.

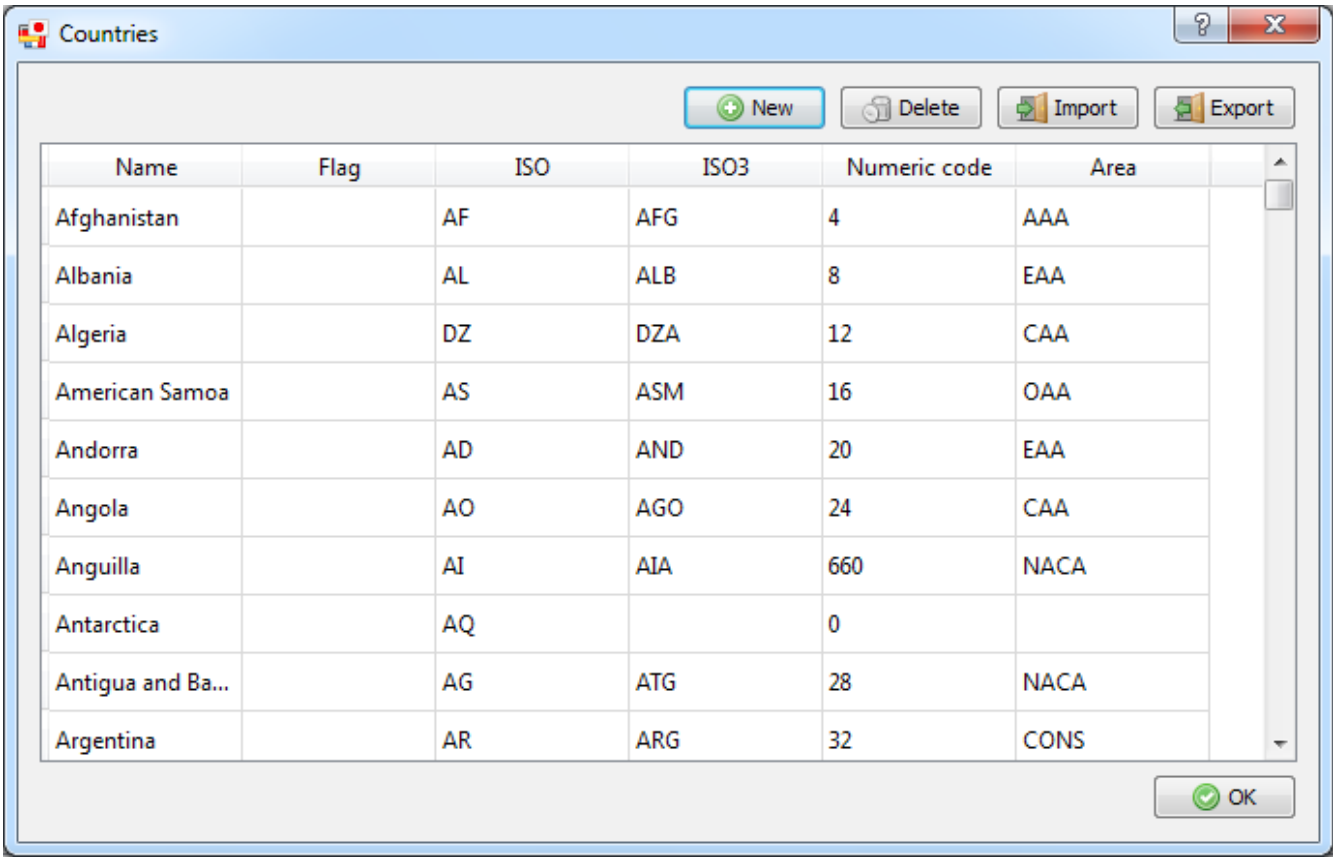



***Figure 33:*** *Modify the nationalities in the* Nationalities*-window.*

**Name** The name of the country.

**Flag** The flag of the country.

**ISO** An international code, consisting of two characters, that belongs to the country.

**ISO3** An international code, consisting of three characters, that belongs to the country.

**Numeric code** System code that is used by the application to define the country.

**Area** The continental federation to which the country belongs.

## 5.9 Languages

This window contains the different languages that are implemented in *AthleticsManager*. You can add new or delete existing languages by using the buttons on the top right-hand side of the window.

***Figure 34:*** *Modify the languages in the* Languages*-window.*

**Language** The name of the language.

**Code** An abbreviated code that is used for that language.

## 5.10 Seeding methods

This windows defines the different seeding methods. You can add new or delete existing methods by using the buttons on the top right-hand side of the window.

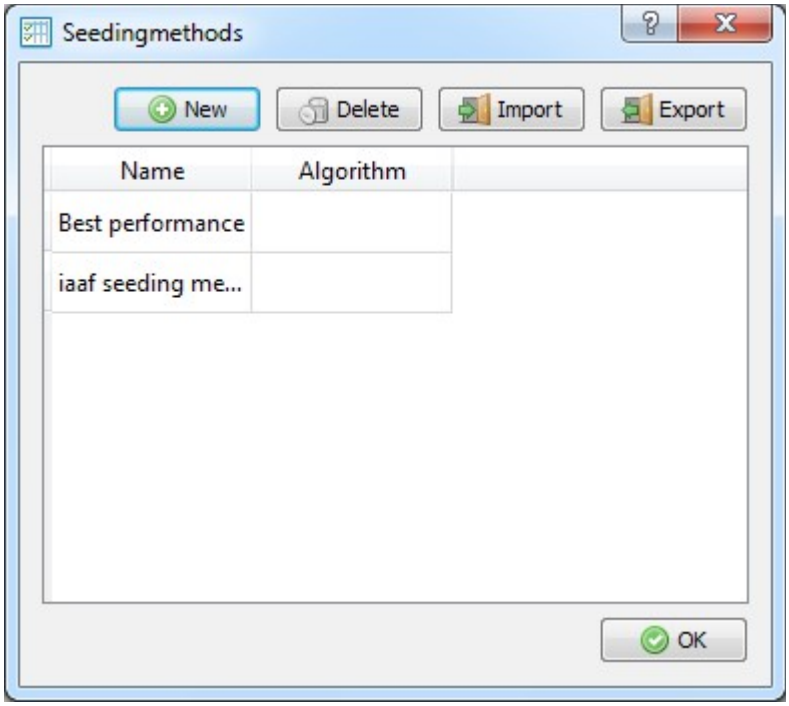



***Figure 35:*** *Modify the seeding methods in the* Seeding methods*-window.*

**Name** The name of the method.

**Algorithm** The formula of this method.

## 5.11 Qualification methods

This windows defines the different qualification methods. You can add new or delete existing methods by using the buttons on the top right-hand side of the window.

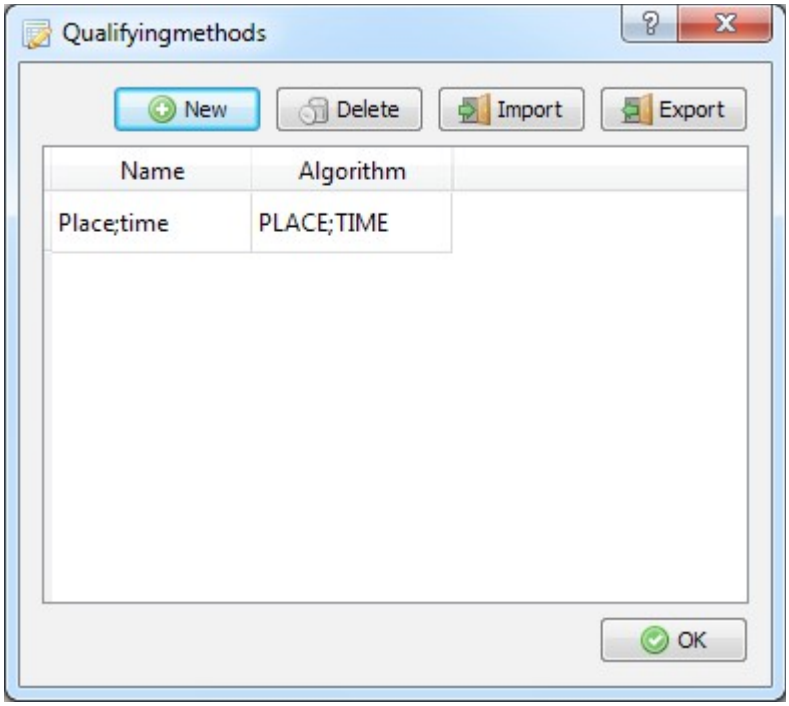



***Figure 36:*** *Modify the qualification methods in the* Qualification methods-*window.*

**Name** The name of the method.

**Algorithm** The formula of this method.

## 5.12 Teampoints calculationmethods

This windows defines the different methods that are used to calculate team points. You can add new or delete existing methods by using the buttons on the top right-hand side of the window.

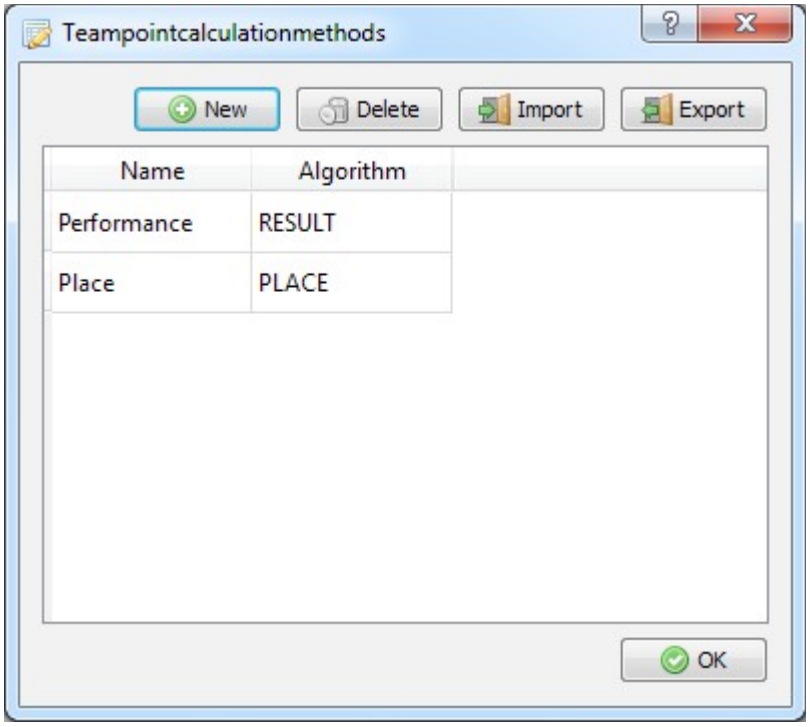



***Figure 37:*** *Modify the methods for teampoints calculation in the Teampointcalculationmethods-window.*

**Name** The name of the method.

**Algorithm** The formula of this method.

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## 5.13 Appendix B: Entering categories

**Example 1:** Club AV1 sends out one mixed team of the Juniors category. The meet contains only juniors. The correct composition will be:

**Name**: AV1
**Group**: Juniors
**Default club**: AV1
**Default categories**:
- Juniors men
- Juniors women

**Example 2:** Club AV2 sends out two teams of the Juniors category. Men and women separately. The meet contains only juniors. The correct composition will be:

**Name:** AV2
**Group**: Juniors men
**Default club**: AV2
**Default categories**:
- Juniors men

**Name:** AV2
**Group**: Juniors women
**Default club**: AV2
**Default categories**:
- Juniors women

**Example 3:** Club AV3 sends out five teams of Juniors and Masters category. Men and women separately, Juniors women has two teams. The meet contains both masters and juniors. The correct composition will be:

**Name:** AV3 MM
**Group**: Masters men
**Default club**: AV3
**Default categories**:
- Masters men

**Name:** AV3 MW
**Group**: Masters women
**Default club**: AV3
**Default categories**:
- Masters women

**Name:** AV3 JDM
**Group**: Juniors men
**Default club**: AV3
**Default categories**:
- Juniors men

**Name:** AV3 JDW 1
**Group**: Juniors women
**Default club**: AV3
**Default categories**:
- Juniors women

**Name**: AV3 JDW 2
**Group**: Juniors women
**Default club**: AV3
**Default categories**:
- Juniors women

## 5.14 Appendix C: Methods of heat composition

The heat compositions are based on an implemented method, which you can choose. There are two possible methods by default regarding the heat compositions:

• iaaf seeding method: Heat composition in which the participants with the best (rank 1) and poorest performances are divided over the different heats.

For example: there are 12 participants and 4 available places. Then the heat composition will be as follows (the number defines the rank):

– Heat A: 1, 6, 7, 12
– Heat B: 2, 5, 8, 11
– Heat C: 3, 4, 9, 10

• on best performance: Heat composition which groups together the participants with the best performances, the poorest performances, and in between. This way the participants will be more matched per heat.

For example: there are 12 participants and 4 available places. Then the heat composition will be as follows (the number defines the rank):

– Heat A: 12, 11, 10, 9
– Heat B: 8, 7, 6, 5
– Heat C: 4, 3, 2, 1

• <not assigned>: No specific method. The participants are randomly divided over the heats.

## 5.15 Appendix D: Entering electronic times automatically

In case you are using *MacFinish* or another Hytek-compatible product for electronic timing, you can export these data to the *AthleticsManager* database. To see which data is sent, you can open the *MacFinish* panel through the menu Window > MacFinish. You can still change received results if necessary by overtyping the concerning field.
To directly send electronic times from *MacFinish*, you need at least *MacFinish* version 8.0.0.27. Other products must be Hytek-compatible. To export these data you have to use an extra program, which translates Hytek-communication into *AthleticsManager* database commands.

**Set-up**
The diagram below explains how the communication works between the different pieces of software and how your set-up has to be. The COM-connection works through a serial connection, the UDP-connections work through a network. There are various set-ups possible: you can install all software on one system or you can install the different software parts on different systems, according to your preference.

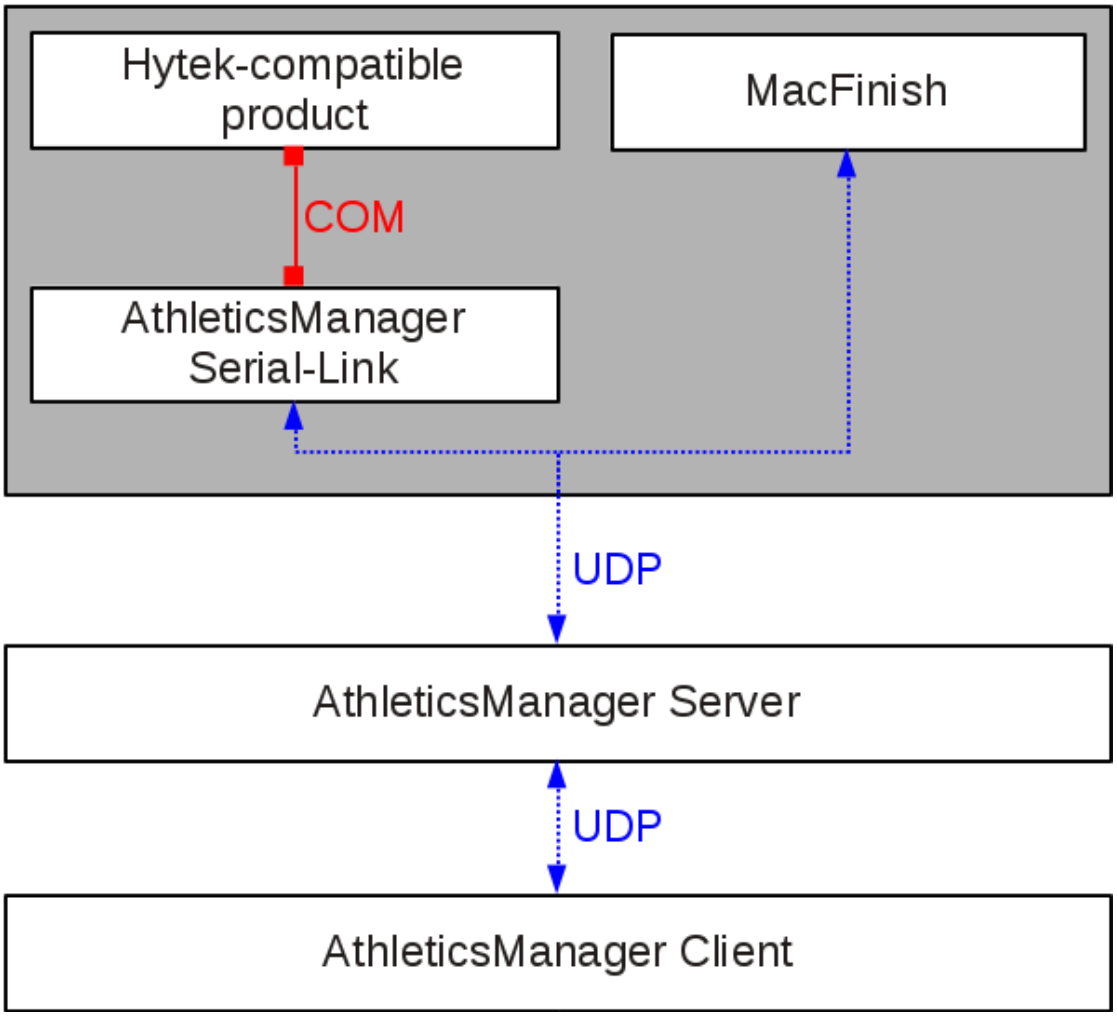


***Figure 38:*** *The required connections for the link.*

When you want to use the Hytek-interface, you first start *AthleticsManager Serial-Link*, you choose a desired *AthleticsManager Server*, and the COM-port of where you would like to process Hytek-signals. Then adjust in your Hytek-software the required COM-port. Make sure that there is a physical link between both established COM-ports. Your software can now communicate with *AthleticsManager*.

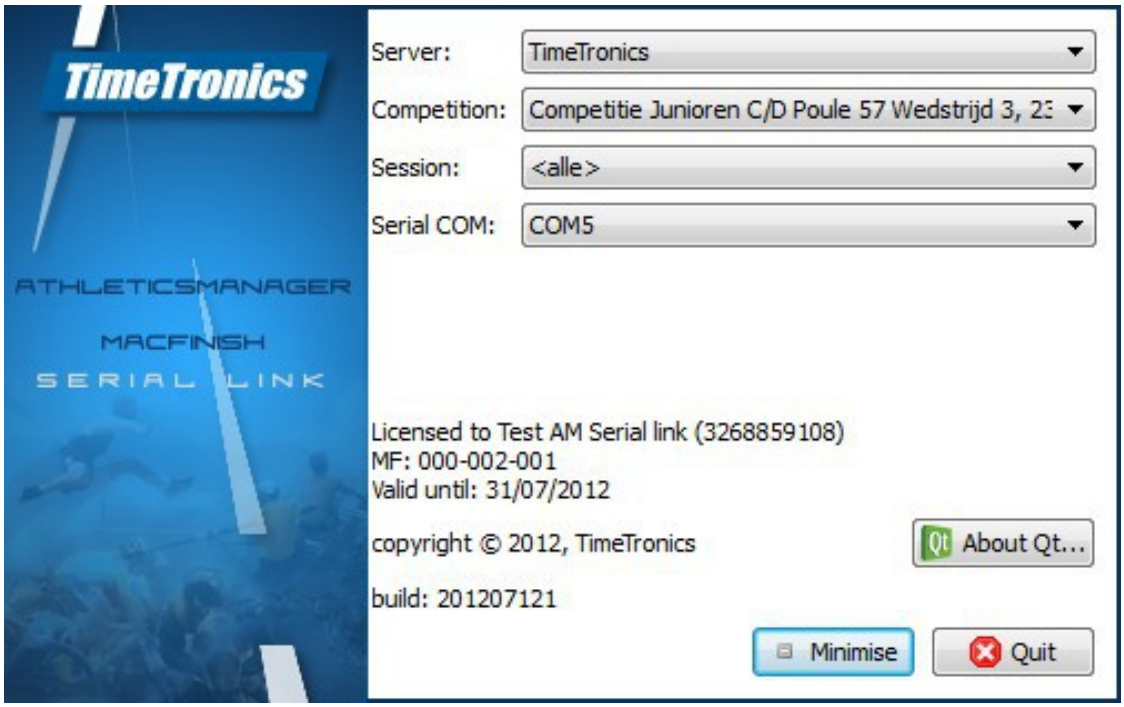


***Figure 39:*** *Use* AthleticsManager Serial-Link *to connect with Hytek-compatible software..*

The use of the electronic timing program is not discussed here. You can find an overview of how the communication works in *MacFinish* 8.0.0.27, via the direct link. For the Hytek-link it is the same process, but then you select Hytek compatible as meetmanager.

**Setting up *MacFinish* for use with *AthleticsManager***

First make sure that the *AthleticsManager Server* is running. Start *MacFinish*, and go to the menu File > Preferences. In the tab page Meetmanager you select the meetmanager AthleticsManager. Two new fields will appear: Server and Competition. For Server you choose the name that you gave your *AthleticsManager Server* (just like selecting in the *AthleticsManager Client*). For Competition you choose the meet name where you want to work with.

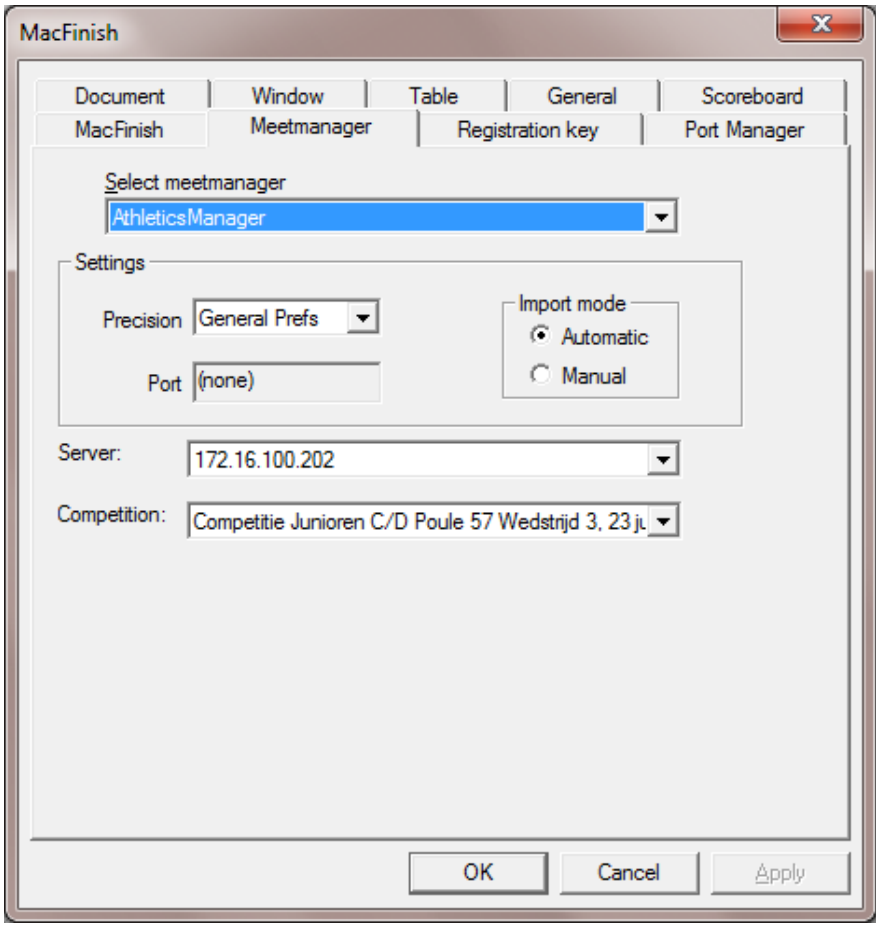


***Figure 40:*** *The properties in* MacFinish *to use* AthleticsManager.

**Sending electronic times of *MacFinish* to *AthleticsManager***

Start just like you usually work with *MacFinish*. After you have made your photofinish image, the import dialogue window will automatically appear on your screen. If not, you click on the menu Document > Import. Choose the heat that belongs to this photofinish image. The participations are imported in *MacFinish* and the file name is automatically placed correctly. Place in *MacFinish* the time lines on the correct locations, so the electronic times are registered. When all the times are registered, you click in the menu on Document > Export. The electronic times are now exported to *AthleticsManager*.

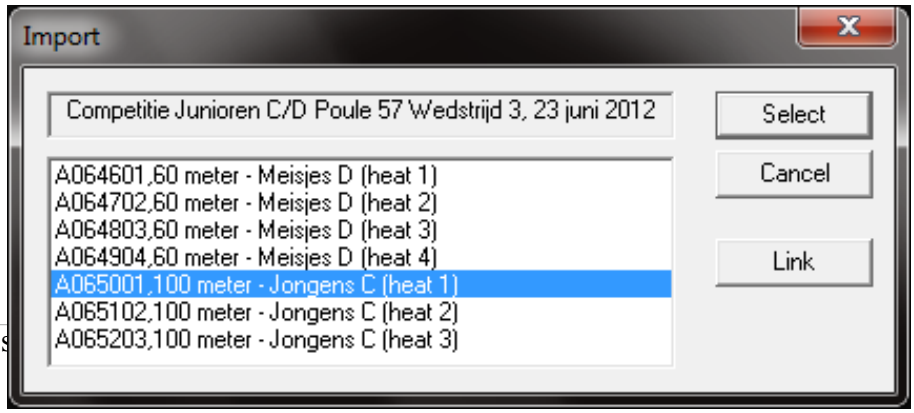
Import
Competitie Junioren C/D Poule 57 Wedstrijd 3, 23 juni 2012
Select
Cancel
Link
A064601,60 meter - Meisjes D (heat 1)
A064702,60 meter - Meisjes D (heat 2)
A064803,60 meter - Meisjes D (heat 3)
A064904,60 meter - Meisjes D (heat 4)
A065001,100 meter - Jongens C (heat 1)
A065102,100 meter - Jongens C (heat 2)
A065203,100 meter - Jongens C (heat 3)

***Figure 41:*** *Dialogue window to import an* AthleticsManager *heat into* MacFinish.

When you had an opened *AthleticsManager Client*, you will first see a notification in the *MacFinish* panel that the electronic times are available. These will then be processed in a few seconds in the according heat.

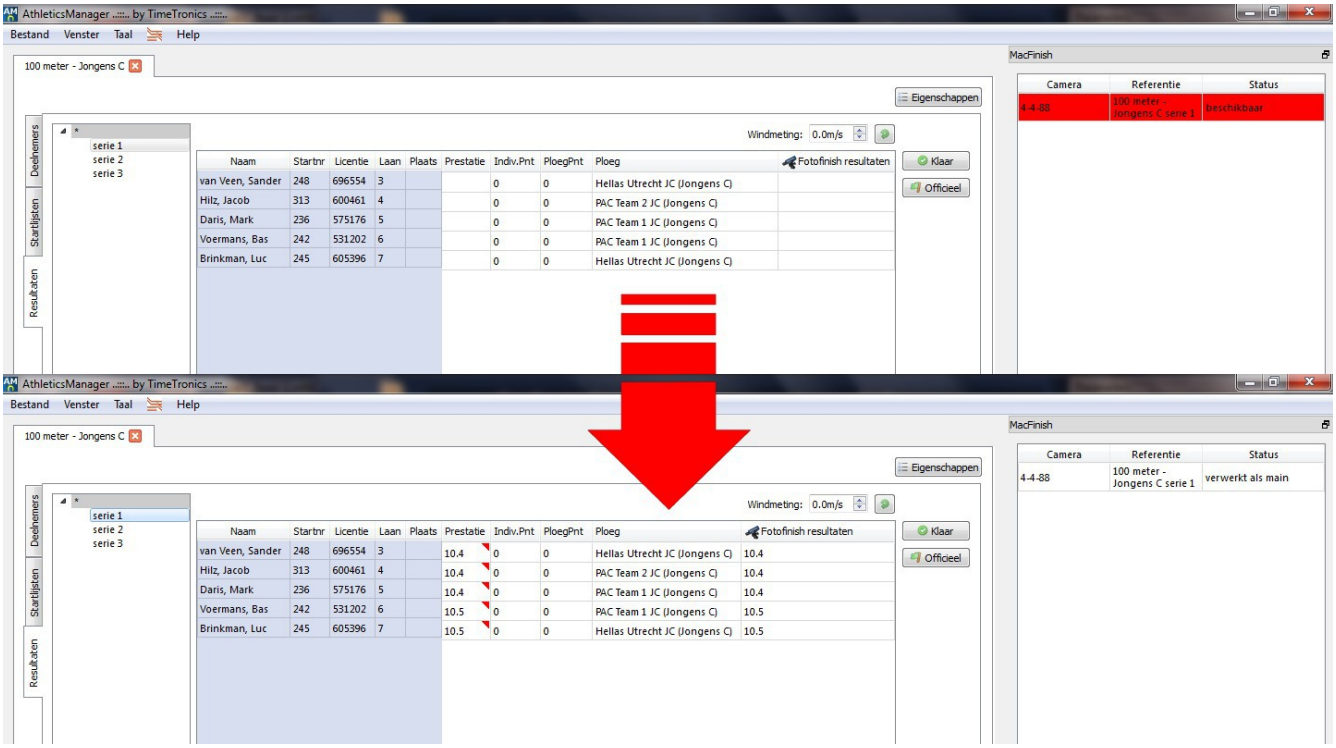
AthleticsManager ..... by TimeTronics .....
Bestand Venster Taal Help
100 meter - Jongens C
Eigenschappen
Windmeting: 0.0m/s
Deelnemers
Startlijsten
Resultaten
serie 1
serie 2
serie 3
Naam Startnr Licentie Laan Plaats Prestatie Indiv.Pnt PloegPnt Ploeg Fotofinish resultaten
van Veen, Sander 248 696554 3 0 0 Hellas Utrecht JC (Jongens C)
Hilz, Jacob 313 600461 4 0 0 PAC Team 2 JC (Jongens C)
Daris, Mark 236 575176 5 0 0 PAC Team 1 JC (Jongens C)
Voermans, Bas 242 531202 6 0 0 PAC Team 1 JC (Jongens C)
Brinkman, Luc 245 605396 7 0 0 Hellas Utrecht JC (Jongens C)
Klaar
Officieel
MacFinish
Camera Referentie Status
4-4-88 100 meter - Jongens C serie 1 beschikbaar
AthleticsManager ..... by TimeTronics .....
Bestand Venster Taal Help
100 meter - Jongens C
Eigenschappen
Windmeting: 0.0m/s
Deelnemers
Startlijsten
Resultaten
serie 1
serie 2
serie 3
Naam Startnr Licentie Laan Plaats Prestatie Indiv.Pnt PloegPnt Ploeg Fotofinish resultaten
van Veen, Sander 248 696554 3 10.4 0 0 Hellas Utrecht JC (Jongens C) 10.4
Hilz, Jacob 313 600461 4 10.4 0 0 PAC Team 2 JC (Jongens C) 10.4
Daris, Mark 236 575176 5 10.4 0 0 PAC Team 1 JC (Jongens C) 10.4
Voermans, Bas 242 531202 6 10.5 0 0 PAC Team 1 JC (Jongens C) 10.5
Brinkman, Luc 245 605396 7 10.5 0 0 Hellas Utrecht JC (Jongens C) 10.5
Klaar
Officieel
MacFinish
Camera Referentie Status
4-4-88 100 meter - Jongens C serie 1 verwerkt als main

***Figure 42:*** *The electronic times are processed in* AthleticsManager.

## 5.16 Appendix E: Formula for point calculation

*AthleticsManager* calculates the points based on an implemented formula:

**result= POINTSCALC( ROUND( prestation× correction) )**

| | |
|---|---|
| result | the result as individual points; |
| POINTSCALC | the point calculation function; |
| ROUND | the rounding function; |
| prestation | the delivered performance (physical measurement result); |
| correction | the correction factor which has to be multiplied with the performance if necessary. |

The correction factor Correction depends on the participation category. The correction factor of that participation category is only taken into account, if the correction factor of that specific participation category is added in the round properties (Properties > Point calculation). In all other cases, this is simply the value '1'.

The rounding function ROUND depends on the precision of this event type. The dependencies of the correction factor have an indirect effect on the result of this function.

The point calculation function POINTSCALC depends on the event type (various formulas per event type), the participation category (various parameters per category for the formula of the event type) and the used pointcalculation method in the round properties. The dependencies of both the correction factor and the rounding function also have an indirect effect on the result of this function.